**Cloud-Based Official Document Processing: A Case of Ministry**

**Introduction**

The research proposal seeks to analyze the effectiveness and suitability of a cloud-based official document processing and management system that will essentially provide remedies for traditional office document processing. The paper intends to come up with a suitable cloud-based system that will help perform the task at a suitable cost and prevent the delays that are involved during document processing when using ordinary methods (Bhole et al., 2021). The research proposal utilizes descriptive methods of data analysis and uses online platforms of data collection as a measure to contain the spread of Covid 19.

Also, the paper is objectively trying to ascertain that the costs involved in the On-Premises- Data Center that includes server costs, storage costs, Network costs and IT costs are reduced by incorporating the Cloud-Based Official Document Processing System. The implementation process of Azure cloud and configure the network range to suit the platform's operation. Additionally, users groups are granted permissions by securing the platform and availing the passwords to the users. Also, the servers were created to ensure efficiency in information storage, processing and retrieval. In addition, server providers like Office 365 are also considered. In addition, servers will be configured, and VPN connections will be established to fit employees' needs. Backup services will be provided to enhance the effectiveness of the system.

**Problem Statement**

Covid-19 had an effect on practically every aspect of society, from offices to schools, farms to industries; it had an impact on everyone. The Ministry closed down its functions for the entire planet during the epidemic, and energy supplies were scarce due to complete lockdown. It also extends to corporate losses around the world, with oil prices fluctuating to the point of being negative at one point, resulting in a massive economic loss for the entire world. Due to a lack of presence at the office, the officials were unable to process any documents. In our scenario, we want to set it up such that all employees may connect to the company remotely without having to drive to the location. However, in order to put that into practise, we have improved.

**Rationale and Significance of the Proposal**

We offer a cloud-based system for the Ministry will be provided with a secure online cloud-based platform to conduct their official duties from home in semi-lockdown or complete lockdown. This cloud-based solution will be secure and compatible to work on different machines. The workers will be able to process and investigate the business cases without delay and be able to provide the services that will save resources, time, and seamless business activities globally. The cloud-based system will be effective as it creates a reliable process of ensuring that documents reach the end-users timely and cost-effectively. The system ensures that costs involved in traveling by the officials from home to the office are reduced greatly and time management is enhanced.

The system also allows infrastructure costs management and labor costs to be greatly reduced. The system is also effective as it reduces hardware, software and IT costs are greatly reduced. There is also a degree in staff productivity improvement as little or no time is wasted during travels from home to office. In addition, the system allows efficiency as tasks are performed effectively, thus enhancing improvements of task-to-task functions. The system also ensures efficiency and offers the benefits of improving SLAs and reducing unplanned outages. Errors in the business fields are greatly reduced by ensuring that business agility is at par. In addition, the features that are incorporated in the system allow faster processing and allow deployment of new innovations, technology, and inventions.

### \*(Needs to change Duration)

### incomplete

### **Draft project schedule**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Task Name** | **Duration** | **Start** | **Finish** | **Participants** | **Resource Names** |
| 1 | **Research protocols** | **2 months** | 01-03-22 | 29-04-22 |  |  |
|  | Research Current mode on premise | 25 days | 02-03-22 | 28-03-22 |  |  |
|  | Research switch usage | 10 days | 29-03-22 | 04-04-22 |  |  |
|  | Obtain licenses | 15 days | 05-04-22 | 20-04-22 |  |  |
|  | Begin the implementation |  |  |  |  |  |
| 2 | Configure our network by using AWS Service: VPC and creating subnets and routing tables. | **3 months** | 22-04-22 | 21-06-22 |  |  |
| 3 | Create IAM users and give right permissions to them. | 25 days | 23-04-22 | 17-05-22 |  |  |
| 4 | Create our Servers on AWS by using EC2 service and choose the best Region and availability zone. And choose the correct Security groups. | 20 days | 18-05-22 | 02-06-22 |  |  |
| 5 | Select Static IPs for our servers that will be published on the internet by using Elastic IPs and use the Route53 service to create the DNS registers and use certificate manager service if needed | 25 days | 03-06-22 | 28-06-22 |  |  |
| 6 | Create a VPN connection between Our VPC in AWS and On premise data center. | **2 months** | 01-07-22 | 30-08-22 |  |  |
| 7 | Use S3 service to store our files and our static websites (no server needed) and give the correct permission for users. | 20 days | 02-07-22 | 23-07-22 |  |  |
| 8 | Create Emails for users by using (office 365) and give them the domain of the company. | 18 days | 24-07-22 | 12-08-22 |  |  |
| 9 | Permit users to use remote desktops by using the Workspaces service and client VPN connection. | 25 days | 13-07-22 | 08-08-22 |  |  |
| 10 | Backup | 20 days | 09-08-22 | 30-08-22 |  |  |
| 11 | Network Monitoring |  |  |  |  |  |
| 12 |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |

Plan - Steps to change to iCloud

**Estimated pricing of equipment and supplies**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Server Costs (Needs to change) | | | |
| Hardware  Needs to change | **Item** |  | **Cost** |
| On premise |  | $5,500 |
| VPC |  | $2400 |
| Security groups. |  |  |
| Software  Needs to change | Elastic Ips | -- |  |
| Route53 |  |  |
| 1. Storage Costs (Needs to change) | | | |
| Hardware  Needs to change | Certificate manager | -- | $400.00 per month for each ACM private CA until you delete the CA |
| S3 service |  | As part of the AWS Free Tier, you can get started with Amazon S3 for free. Upon sign-up, new AWS customers receive 5GB of Amazon S3 storage in the S3 Standard storage class; 20,000 GET Requests; 2,000 PUT, COPY, POST, or LIST Requests; and 100 GB of Data Transfer Out each month. |
| Workspaces | -- | rate of $7 per month for up to 200 streaming hours. |
| Create Emails for users by using (office 365) and give them the domain of the company. |  |  |
| Software | Backup (Veeam Cloud) | Backup solutions | $ 2,000 |
| 1. Network Costs | | | |
| Network Hardware | LAN Switches | -- | $ 436 |
| Load Balancer Bandwidth costs | -- | $ 1,420 |
| Software | Network Monitoring |  | $ 754 |
| 1. IT Labor Costs | | | |
| Administration Costs | Server Admin | - | $ 5,000 |
| Virtualization Admin | - | $ 4,445 |
| Storage Admin | - | $ 3,575 |
| Network Admin | - | $ 7,500 |
| Support Admin |  | $ 7,836 |

Needs more pictures for the plan+ steps

Diagram

Description automatically generated

Text

Description automatically generated

Hello,

There is a little brief about my project incomplete in the tables.

What do I need?

I need to correct and complete the tables as a plane + steps + need pictures for the red color + pictures for the steps and plan from the website.