Challenge Brief

Objective/rationale:

In all government offices, many letter types are used for office communication. For this purpose, the "**Secretariat Instruction, 2014**" mentions several letter templates. However, government offices use a variety of customized templates in addition to the letter templates stated in the Secretariat Instruction to improve the efficiency of their service delivery. We will further simplify the service delivery process if the templates can be created by each office and used per their requirements. The ability to integrate with other systems will be provided by this template builder.
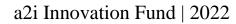
Problem Statement:

There are 11 types of letter templates under Office Management, "**Secretariat Instruction, 2014**". Each ministry/division and its subordinate directorates/organizations prepare and customize letter templates according to their official needs. The number of custom templates is numerous. Hence, different systems manage this continuous customization in silo modes which is time-consuming, complex, and unable to fulfill the user needs, resulting in disruption of official work.

Outcomes/result:

The "*Letter-Builder*" will have the facility to make any custom template for each ministry/division/department according to their requirements and official needs. These created templates can be used by other offices too. This will speed up the official work and the communication process with government offices and other organizations.

Minimum viable features (if any): [Not limited to]

1. The system should have the capability to integrate with other platforms and in a portable mode.
2. Analyze, design, and develop e-Government solutions under the n-tier application model
3. Prepare technical documents including but not limited to BRD, PRD, SRS, data dictionary, use cases, test cases, ERD, UAT, and training manual
4. Design and develop a database for the software in a structured architecture and the database should be able to share data where required
5. Create a Template using drag-and-drop tools, customized components, mathematical formulas, and symbols of letter builder
6. User-wise private symbols to create and view
7. Office-wise template creation
8. Template duplication detection and recommendation features are preferable.
9. Customized component (not limited to) with drag-n-drop features:
   1. Component list
      i. Text field
      ii. Number field
      iii. Reference no. (সূত্র)
      iv. Memo no. (স্মারক)
      v. Logo
      vi. Header
      vii. Footer
      viii. Date

        ix. Table

        x. Editor

        xi. …………………………and more

2. Full-featured Text Editor
3. Multi-line Text Editor
4. Signature (image, eSign, Digital sign)
5. Blank view
6. Actor selection – receiver, sender with formatting, sequence.

10. The application should have the provision of Configurable sharing/publishing. (Office-wise, user-wise)
11. The developed system must have a versioning feature.
12. Template with necessary source code

Target audience:

Each Ministry/Department and their affiliated