

Building an office informatization program at the People's Committee of Tan Thinh Ward - Thai Nguyen

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Abstract: In practice, the management of electronic offices has not been optimized in many localities, causing difficulties for administrative operations. This study focuses on building an office management system based on an IT platform to improve work efficiency. Through research, proposal, and implementation of a real system at the People's Committee of Tan Thinh Ward - Thai Nguyen, the goal is to reduce manual workload, enhance transparency, and manage documents more professionally. The expected results bring convenience and high efficiency in processing information and documents, contributing to improving the administrative capacity of the agency.

Keywords: Electronic office management, Informatics system, Thai Nguyen, Requirements analysis, Application development