Information Analysis EX/L Project Proposal

**Project:** Project Management and Tracking Database with Web Interface

**Purpose of the Project:** The Department of Information Analysis has a legacy data/report request tracking database, developed in Lotus Notes software which is no longer widely used on campus. This system must be replaced with a modern tool. The scope of this project is to design and build an end-to-end solution based on Microsoft Office365 applications available to us through our current Microsoft licensing. Migration of 15+ years of historical data will be completed in a future phase.

**Learning Objectives:** The following objectives will provide experience in all phases of a technology application development through the development of a modern data request database.

1. Understand the need for, and how to develop, Scope of Work (SOW) with clients
2. Participate in project planning and timeline development
3. Create Functional Design Documents (FDD) and Technical Design Documents (TDD)
4. Develop technology application project design, perform coding and testing, and implementation of the solution
5. Presentation of final product to client/users

**Responsibilities:** Student will utilize application development skills to develop a customized database that is integral to the daily operations of the IA department which supports the entire campus for data requests. Will work with IA department staff to learn processes and procedures of Data Request submissions and the need for organized tracking and searchable access and retrieval of related supporting documents and files.

1. Work directly with IA department staff to understand business need, explore and develop technology-based solutions
2) Identify currently licensed Microsoft technology, tools, and applications needed to provide a successful solution to the IA business problem.

3) Graduate Student will meet regularly with IA staff to define the scope of the project and develop the plan for the application development.

4) Upon approval of the IA department the student will begin work on the application development and update IA with progress weekly and attend project meetings as scheduled.

5) Complete the Design, Testing, and Implementation of the new Data Request database system.

Outcome: A new Data Request Tracking Database will be developed that will meet the needs of the IA department and the current outdated database can be replaced.

The new database will have the following features:

1) Security controls and restricted access
2) Versatile form to submit data requests
3) Storage or links to data files and data request materials
4) Ability to view, sort, search, retrieve, and organize requests and data in multiple ways