

Darius Dickerson

Mail a Letter

Step 1 - Identify the problem

a. The initial request was to "Mail a Letter." After review, I have determined the request being asked is, How can I make sure sensitive information reaches the intended party and prevent potential online data breaches.

Step 2 - What do I need to know

- a. Beginning point: Why am I mailing a letter?
- b. I am mailing a letter because I need to send my cousin a document including sensitive information that could compromise her identity

Step 3 - Identify things I need to find

- a. Where am I mailing (Address)
- b. Cost of mailing
- c. Where to go to mail the letter
- d. Information of individual I'm sending it too
- e. Envelope to fit and secure information

Step 4 - Organize the data

- a. I have evaluated the problem as "I am mailing a letter because I need to send my cousin a document including sensitive information that could compromise her identity."
- b. In order to solve this problem the necessary data points that need evaluation are where I'm mailing and where I'm sending from, information of individual receiving letter, cost of mailing, specific envelope

Step 5 - Identify Relationships

- a. Where you're mailing and where you are mailing from are directly related because you can't send mail without that information. The cost is directly related to the envelope (size) and stamp needed to legally send mail. The information of the individual receiving the mail is important as well because it allows them to verify their identity and make sure it goes to the correct location

Step 6 - Find a solution

- a. Work backwards - You decide to send your cousin a letter containing sensitive information. You send a letter to prevent data leaks. In order to send the letter you need to pay for mailing and an envelope to encase it. In order to send the letter you need a sending address, receiving address and recipient info. In order to get that you need to contact your cousin

Step 7 - Presentation

The question we were initially asked was to “mail a letter”. After review, I decided the actual question being asked was “How can I make sure sensitive information reaches the intended party and prevent potential online data breaches.”

To make sure we prevent leaks of sensitive information and our mail reaches the intended recipient, this is what the data presented. First, we must contact our recipient and determine the receiving address and connect it to our sending address. Once we have our 2 addresses, we can travel to a location that ships mail, such as the post office. After arriving at the post office, we have our 2 addresses and our sensitive document. Next, we must determine how we can send our document. The attendant states we need a proper envelope and a stamp that verifies it came from a legitimate place, both of these actions require payment. After picking the correct sized envelope and addressing it to our cousin with the receiving address, we drop it in a box that says “outgoing mail”. We have successfully mailed a letter to our cousin and the last step would be to follow up within the next 2-3 business days to check and see if my cousin received the document