**Statement of Work for a Wild Wood Apartments Database**

**Background**

Since development the managers of Wild Wood Apartments have been required to keep paper records of their work and send reports by mail. As the business has grown it has become increasingly difficult to use these records and to keep them in order. To save time and create a more reliable structure, an electronic database will be implemented for Wild Wood management to store apartment information, track stipends, and submit their reports.

**Scope**

A single database will be designed with an aesthetic interface through which the records will be kept. All apartments will be connected in the system with information relating to the tenants, occupancy, leasing, and rent. There will also be a section for maintenance and renovation logs. Summaries for any category such as repair bills, leases, or rent can be generated and delivered instantly to headquarters. It will also be possible to sort and extract specific details like overdue rent.

**Restrictions**

While headquarters will have access to the same data, managers will still be expected to generate and send their own reports. The database will not be used for collecting or processing payments from tenants, only recording them.

**Objectives**

Simplify the record keeping process

Improve security and reduce the possibility of fraud

Reduce the time required to submit reports

Meet the demands of a growing agency

**Tasks and Timeline**

1. **Surveying Needs:** The current records will be reviewed and managers will be interviewed for additional input on how the database should be implemented. 1 week.

**Deliverable:** Report of interviews and adapted needs.

1. **Outlining Database and Determining System Requirements:** The database will be drafted and the system requirements will be identified. 1 week.

**Deliverable:** Expected system requirements.

1. **Organizing the Data:** Determining the business rules and entity relationships. 1 week.

**Deliverable:** Entity relationship diagram.

1. **Normalization:** Completing the model, normalizing entities and relationships. 1 week.

**Deliverable:** Normalized design for review.

1. **Building the Database:** Building the database. 2 weeks.

**Deliverable:** First build of the database.

1. **Implementation:** Setting up the database for testing. 1 week.

**Deliverable:** Beta version of database.

1. **Testing and Security:** Fine tuning. Testing in real time. 3 weeks.

**Deliverable:** Test results and revisions.

1. **Finishing Database:** Final tests, revisions, and review. 2 weeks.

**Deliverable:** A fully functioning and implemented database.

Total project timeline: 12 weeks.