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| Project Standards | |
| Communication  Standards | * All project specific problems should be communicated in writing through email * All emails pertaining to the project will Cc: Aria, Andrew, and Christopher * Phone calls for quick inquiries are permitted, as long as it is documented in a project call log for reference on what was discussed |
| Procedural  Standards | * Weekly progress project meetings on Wednesdays between Andrew and Christopher * Bi-weekly progress project meetings on Wednesdays with Aria, Andrew, and Christopher * Record each task’s completion as soon as they are completed * If a task arises, becomes obsolete, or needs refinement during the life of the project, a decision for that task must be thought through by Andrew and Christopher, and be agreed upon by Aria. * All notes on operations taken during planning should be kept together in an organized fashion based on date and times taken |
| Hardware/Software  Standards | * Apple iPad will be the tablets used for this project * If SFDH agrees, warrantees should be purchased as well * Most current iOS will be installed and utilized for this project * iPads will be locked solely for business use * SFDH application will be the only application, outside of the pre-packaged applications, installed on the iPads * iPads will be housed in the most protective, weather-resistant casing available |
| Application Design  Standards | * Application will be ocean themed – lots of vibrant blues to appeal to users entering their data * Data entry will be available in both English and Spanish * User will be prompted first for their name, age, and email address * User will then be prompted for gear rental information and payment information * User will confirm all information is accurate * User will be informed on the application of which boat they are assigned to * All this information will be transferred to SFDH crew members * Payment information will sync with SFDH QuickBooks and/or a database to enter into QuickBooks at the end of the day |
| Security Standards | * All information will be accessible only through virtual private networks * iPads will be set up to ensure in the event of theft, iPads will be disabled * Only management should know the pass codes to unlock the iPads * iPad passcodes should not be simple passcodes (no numbers, worded passwords instead) * Wi-fi password should be changed every month to further increase security for sensitive customer data |