**Introduction to Team Project Four:**

Read about the project described here, and also read the sample project for this chapter. Use the sample project as a model in carrying out the steps for your team project. If you can do so, interview people who are familiar with the environment described in your project. Based on your interviews, the written descriptions, and your own analysis of the project, do the following four steps. Remember that you should not make any assumptions about the internal structure of the database at this point. Your reports and forms should be based on user’s needs, not on what you think the eventual structure of the database might be. Do not create a database at this point.

**Step 1.1 – Draw (sketch out) every input document that provides information to be stored in the database. For each input document, also provide a description/purpose (write out) of every input document.**

**Step 1.2 – Draw (sketch out) every routine report to be produced using the database. For each routine report, also provide a description/purpose (write out) of each routine report.**

**Step 1.3 – Draw (sketch out) the input and output screens for every routine transaction to be performed against the database. For each input and output screens, provide a description/purpose (write out) of each input and output screens for every routine transaction.**

**Step 1.4 – Provide a description (write out) of the initial list of assumptions for the project.**

## Project Four: Images Photography Studio

* **General Description**

Images Photography Studio is a small business that provides custom photography services to individual and corporate clients. The services include photographing weddings, graduations, awards ceremonies, business conferences, receptions, and other events. The studio also offers sittings for individual, family, or group portraits, which may be taken in the studio or at a location specified by the client. The studio photographs about 200 events and takes about 1000 portraits per year. The staff consists of the manager/owner, Liz Davis, who is a professional photographer, five additional staff photographers, and an office manager.

* **Basic Operations**

The client usually contacts the studio to make an appointment to meet with Liz or her representative. At the first meeting, the representative shows samples of the studio’s work, and answers any questions the client may have. The client provides information including the services desired, location, date, time, and the name of the photographer requested, if any. Most events require two photographers, a primary one and an assistant, but portraits require only one. In addition to the six regular photographers, the studio maintains a list of freelance photographers whom it can use for events when the staff photographers are booked or unavailable. The representative provides an estimate and makes a tentative booking. After the meeting, a contract is prepared and mailed to the client for a signature. The client returns the signed contract with a deposit, and the booking is finalized. The photographers cover the event or sitting, and either digital or printed proofs are produced. Each proof is assigned a unique identifying number, and a set of proofs is presented to the client. The client selects the pictures desired, and places the final order along with any special instructions such as retouching desired. The pictures or albums are produced and the final package is delivered to the client. Payments are made for jobs at various times. Usually, a deposit is given at the time of the booking, and additional payments are made on the day of the event or sitting, on presentation of the proofs to the client, and when the final package is delivered. Many package options are available, including combinations of pictures of various sizes, several types of albums, and digital packages. The packages are described in a printed booklet as well as on the company website, and are identified by number. The final package may differ from the original request, so the last payment may be adjusted accordingly. In the event the client is not pleased with the proofs, he or she has the option of refusing a final package, but the deposit and payments for the sitting are not refunded. The studio owns the copyright for the images and it keeps all negatives and digital files for six months, during which time the client may order additional photographs. At the end of six months, the negatives and files are discarded unless the client requests additional time.

* **Information Needs**

The company currently keeps records by hand, but its business has grown enough so that a database is needed to help control its operations. The current manual system is unwieldy and inefficient, and the owner wishes to develop a database system that the office manager will be able to maintain. The system will be used to keep information about clients, jobs, and photographers. It will not include information about supplies, equipment, office expenses, or payroll.

* **The following forms and reports are needed:**

**Inquiry Form** - This document is filled in when the client meets with the manager. It lists such items as contact information, services requested, and package chosen. During the interview, the manager checks to see what photographer(s) are available at the requested time, and chooses one to put on the form. Entries are considered tentative and subject to change before a contract is drawn up.

**Contract** - The contract contains data from the inquiry form, as well as the name of the photographer(s) actually assigned to the job, planned payment data and any additional requests from the client. Each contract form has a unique number, and it contains some pre-printed matter, such as the studio’s name and address, and notices concerning cancellation, liability, and Notice of Copyright.

**Package order form** - The package order form is filled out when the client has selected the proofs and decided on the final package. If the client orders additional pictures or albums during the six-month period following the final order, an additional order form is filled out. Each order form has a unique number. Order forms may be completed online or on paper.

The following reports are needed

**Photographer Schedule** - A schedule is printed for any period desired, typically a week or a month, for each photographer. It provides basic information about the scheduled events or sittings, and refers to the contract number, which can be used by the photographer to get complete information about each event or sitting scheduled.

**Weekly Schedule** - The weekly schedule summarizes the scheduled activities for each day of the week, for all photographers. For each day, it lists the activities in order by time. The report can be run for any week desired, not only for the current week.

**Accounts Receivable -** This report summarizes payments that are due each month.

**Client Report -** This report can be run as desired to provide information about individual clients. It is typically run for corporate clients, to provide a summary of the services provided to them.

**Photographer Availability Transaction** - The database must be able to support a transaction in which the user enters the photographer’s name and the date, and the output screen tells the hours he or she is available on that date.