**Narrative description of the present information system – This summarizes what is described by the diagrams in the appendices**

The current information system that is being established by our client involves data such as event scheduling with their customers, client information, invoices, inventory management and employees management. Our client contact, Jacky Biber, is the business manager and is the only person involved with data management and the business’ organization.

As they receive event requests by customers, the manager contacts them and arranges an appropriate date and time to render their service according to their needs. The clients’ preferences on the menu items to be served at the event and such are to be discussed and notes are taken down. When everything is set with the client, the manager then processes the order to the chefs and contacts any wanted staff to work at the event. The chefs will make sure they have everything they need, by checking the inventory, in order to prepare the command prior due date. When the food has been prepared, at the established date and time, it is then sent to the event location by a delivery person. Hired waiters will then setup the dishes at the event and will serve it to the clients’ guess.

They keep track of their client information for contact purposes, to notice them of special events, and for possible new event request. Their name, phone number and email are recorded by the manager.

An invoice is generated after the event have been completed. By considering the menu items that were requested by their client and unexpected situations such as cancellation or being unable to complete anything that their client wanted, the total cost is computed. The invoice is then sent to the client.

For the inventory, the workers (mainly the manager and chef) are in charge to keep track and update any needed items. The items are categorized into different categories such as accessories and ingredients. When the employees are searching for a certain item and realize it is almost or out of stock, they will then proceed on gathering more stock for this particular item. Furthermore, when desired items are taken out of the inventory, the employees have to make sure to update the inventory count and assure everyone is able to access this information.

Employees contact information such as their name, their phone number and email address are recorded by the manager. Furthermore, other information associated with their employees are noted down. Those information includes their schedule time, their salary, their department and position in the company. The manager is in charge to arrange and to notice every worker of their work schedule as well as to make sure that their workers will be able to work at those arranged time. Any necessary adjustments can be made by the manager at anytime.