

## **Project Proposal**

This project is being developed for a client who has for several years operated in her home a before- and after-school child care service for elementary school students. One of her responsibilities is to prepare year-end statements for customers to use as supporting documentation for the child care expense deduction on their income tax returns, a task that has been time-consuming and difficult because she has had to page through dozens of handwritten pages to calculate the totals. The endeavor is complicated by the fact that her two high school-aged daughters provide most of the after-school care, giving them a part-time income opportunity while relieving my client of that duty after finishing her normal workday. But because the income for all three is recorded separately, the calculation process is that much more complicated.

After preparing this year's totals, the client recounted how exasperating the job was. I suggested that a computerized way of dealing with all that information would probably lessen the burden substantially. She agreed and requested a proposal, which is described herein.

The client's strengths are not within the area of information technology. She can get around the Web comfortably, has a Facebook account, and can produce a basic word processing document if necessary. She has no interest in having a solution adapted from existing productivity software—such as a spreadsheet program—because of the learning curve involved and because the user interface for applications created using that approach is rarely intuitive. Therefore, a specialized program is the ideal solution for her needs.

## **Deliverables**

This project is being approached as a custom solution to a client's specific needs. It is, therefore, not a generic solution that might be applicable to a broad number of child care providers.

The proposed solution will provide the means to:

- Record pertinent information about clients (the parents/guardians of the children being supervised).
- Record pertinent information about caretakers, primarily Tax IDs.
- Record the upcoming schedules of each child, as well as the actual care episodes that occur.
- Record the upcoming schedules of each caretaker, as well as the actual time slots worked.
- Record the rates charged to clients so that amounts due can be automatically calculated.
- Record client payments.
- Calculate the amount due each sitter based on the recorded work schedules.
- Produce year-end statements for customers' income tax purposes for which totals are automatically computed.
- Record business expenses.

Because the application is intended for a single-user setting, it will be a Microsoft Windows form-based application. A relational database will be used to store the data. Appropriate user documentation will be produced.

## Project Plan Overview

Below are the tasks associated with the development of this project.

Task	Completion Date	Description
Learn Key Processes	02/05/2013	This step involves reviewing with the client the content and the methods she uses today to record information and calculate the various figures needed to run the child care service. From there, a list of features needed in the application will be prepared.
Update Knowledge	02/12/2013	Since it has been a while since I have coded a solution in Visual Studio, I will need to familiarize myself with the latest set of Windows form controls and other technology now available.
Design Database	02/20/2013	Based on the process review, the various database tables and their relationships will be designed.
Design User Interface	03/03/2013	The forms and controls needed to support the chosen features will be created.
Create Classes	03/10/2013	The classes for objects used in the application will be coded.
Code Procedures	04/03/2013	The code to support business functions will be coded.
Test	04/11/2013	Functional testing of all features will be performed.
Obtain Approval	04/11/2013	Client approval and feedback will be sought, and the application will be updated per the content of that feedback.
Create Documentation	04/28/2013	The user documentation and materials needed to fulfill Capstone requirements will be produced.