

# STUDENT PROJECTS: Applying Planning Techniques to Student Projects

Read the sample project (The Art Gallery) steps for this chapter and apply the same techniques to the student project that you are developing.

## o Step 2.1 (MLO 1.30) Design the Data Dictionary for Student Projects

Write out a user-oriented data dictionary, consisting of an alphabetical list of every data item referenced in any report or routine transaction, and an informal definition for each term.

1. **amountDonatedMonthly:** amount of money that was donated monthly
2. **amountPaid:** total amount paid by donater it shows up when we look up their info using their ID
3. **annualReport:** yearly report that lets us know what the total donation was over the year including the donor circle, and how much each circle donated.
4. **attendeeName:** name of the person/group that attended the event.
5. **automaticPayment:** paying full amount of the pledged money.
6. **cardNumber:** unique number found at the back of credit/debit card.
7. **costOfEvent:** amount of money that was spent when organizing the event
8. **CVC:** unique code for each debit/credit card provided by the bank.
9. **dateOfDonation:** the date that the donor donated.
10. **deferredPayment:** paying the pledged amount in time it can be either monthly or yearly.
11. **donationAtEvent:** total money donated only during the event, it might be either from an official donator or non donor.
12. **donationReceiptForm:** proof of donation. It includes the donor name, address, contact info and the total amount of donatio they made.
13. **donorAddress:** physical address of the donor.
14. **donorCircle:** the group where the donor is. It might be students, alumni, parents, university friends, etc..

15. **donorContact**: the contact information of the donor.
16. **donorEmployer**: the donor's supervisor, manager or someone that is responsible for the donor at his job.
17. **donorID**: unique identification number given to the donor .
18. **donorName**: the official government name of the person donating the money.
19. **donorPledgesTotal**: the amount of money the donor promises to pay
20. **donorsAddress**: the physical address of the donor
21. **donorsAffiliation**: donors relation to the school
22. **donorsCity**: the city the donor live at
23. **donorsDateOfBirth**: the date the donor was born
24. **donorsGender**: tells us whether the donor is male or female
25. **donorsInfo**: person that is giving money to the school general information.
26. **donorsName**: the donors official government name
27. **donorsPreferredEmail**: the donors preferred email
28. **donorsPreferredPhoneNumber**: the donors preferred phone number
29. **donorsState**: the state the donor lives in
30. **employerContact**: the donors employer contact information in case the school needs to reach out or send some packages
31. **employerEmail**: the donors employer email address
32. **employerName**: the donors employer official government name
33. **employerPhone**: the donors employer phone number
34. **eventDate**: the date where the event took place.
35. **eventName**: the official name of the event.
36. **eventRegistration**: form filled out before attending an event.
37. **eventReport**: gives us overview of the event information like the name, the date, amount received from donors and etcetera.
38. **lateAmountMonthly**: amount of money that was not paid by the donor if they chose the monthly payment option when filing out the form

39. **matchingGiftsAmount**: amount of donation matched by the donors employer
40. **matchingGifts**: portion of donation matched by the donor's employer.
41. **mm/yy**: the date the credit/debit card expires.
42. **monthlyReport**: gives us an overview of total money received from different donor circles their, pledged amount, number of donors each donor circle has and their unpaid/late amount.
43. **month**: lets us know what months report was done
44. **nameOnCard**: the name at the back of the credit/debit card that tells us who the card belongs to.
45. **notDonorAge**: person that attended the event but not official donator current age
46. **notDonorEmailAddress**: person that attended the event but not official donator email address
47. **notDonorGender**: person that attended the event but not official donator gender either male or female
48. **notDonorPhone**: person that attended the event but not official donator phone number
49. **notDonor**: person at the event that is not a donor. They might have been invited by donator
50. **notDonor**: person that isn't donating money.
51. **paidAtOnce**: donor pays their pledge amount all at once
52. **paidMonthly**: the donor pays their pledge monthly
53. **paidPledge**: amount of money that is already paid
54. **paidYearly**: the donor pays their pledge yearly
55. **paymentCredit**: using credit card for payment
56. **paymentDebit**: using debit card for payment
57. **paymentInfo**: gives us information about the payment system the donor is using.
58. **pledgesForm**: form that a donor fills out when they become a donor to tell the university how much money they're donating and how often

59. **Remaining:** amount not paid by the donor.

60. **totalDonation:** total donation amount calculated over the year

Used this website to sort my dictionary alphabetically: <https://onlinetoolz.net/alphabetical-order>

o **Step 2.2 (MLO 1.31) Modify the List of Assumptions as needed.**

This was my third assumption:

“Assuming the school is in the U.S currency for the donation is dollar even the donator

is from different country”

I am modifying the assumption by making sure the donor has to reside in the U.S. because we will be needing their address like street, city and state. This might not apply to every country for example in Ethiopia if you live in one city everyone in that city have the same address the houses don't have a specific address and the only way to reach individual people is with their p.o.box.

- o **Step 2.3 (MLO 1.31) Write out a cross-reference table**, showing what data items appear on what forms, reports, or transactions.

To construct the cross-reference table, write the names of all forms, reports, and transactions as column headings across the top of the table. Write the items from the data dictionary down the first column, making a form similar to a spreadsheet. If a data item on a given row appears on a particular form, report, or transaction, place a check mark in the cell for the corresponding column-row intersection.

I have attached my excel sheet on blackboard

- o **Step 2.4 (MLO 1.32) Using a project management tool such as MS Project or a spreadsheet, make a chart that lists the major tasks of the project and assign a timeline for the completion of the entire project.** Divide the major tasks into subtasks. If the project is being done by a group, assign the subtasks to the group members. Indicate dependency of one task on another by drawing arrows. Establish deadlines as necessary to complete the project on time.

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