**Deliverable 1: Tool Policy**

We will use PDF files for documentation. PDF files are especially useful for a project where we want to track our daily progress and report. We will have the option to track changes of a PDF document through the comment and markup tool of Adobe Reader. The creator of our Project PDF file must authorize and enable commenting in Adobe Acrobat for other members to make edits and track changes. Tracking changes in the file will allow us to edit, cross out, highlight and comment on text.

We will use PivotTable report to summarize, analyze, explore, and present summary data. PivotTables are highly flexible and can be quickly adjusted depending on how we need to display your results. PivotTables work on a snapshot of our data, called the cache, so our actual data doesn't get altered in any way. PivotTables will enable us to make informed decisions about critical data in your enterprise.

We will use Microsoft SQL Server 2012 for most of the data and information services which is a relational database management system. SQL Server Management Studio (SSMS) will be used for configuring, managing, and administering all components within [Microsoft SQL Server](https://en.wikipedia.org/wiki/Microsoft_SQL_Server). The tool includes both script editors and graphical tools which work with objects and features of the server.  SQL Server Database Engine is the core service for storing, processing, and securing data. The Database Engine provides controlled access and rapid transaction processing to meet the requirements of the most demanding data consuming applications within the project. We will use SQL Server Management Studio to manage the database objects, and SQL Server Profiler to capture server events. SQL Server Data Tools (SSDT) will be used to transform database development by introducing a ubiquitous, declarative model that spans all the phases of database development. Microsoft SQL Server Analysis Services (SSAS) will deliver online analytical processing (OLAP) and data mining functionality for our application. Analysis Services supports OLAP by letting you design, create, and manage multidimensional structures that contain data aggregated from other data sources, such as relational databases. SQL Server Integration Services (SSIS) is a component of the Microsoft SQL Server database software that can be used to perform a broad range of data migration task. SSIS is a platform for data integration and workflow applications. It features a fast and flexible data warehousing tool used for data extraction, transformation, and loading (ETL). The tool will also be used to automate maintenance of SQL Server databases and updates to multidimensional cube data.