

CPU6001 Major Project - Terms of Reference

Student Name: XXX

Supervisor Name: yyy

Student number:

Email: aaa@bolton.ac.uk

Project title: An implementation of a database stock system on an intranet within a school, investigating stock management and control.

Date of production:

Version: 1.3

Background and overview

A lot of research has been carried out over the years into why stock control and management are important in any professional environment. It could be taken for granted that any company holding an amount of stock should have that stock ordered, tidy, and have recorded incomings and outgoings, and that it wouldn't be a disorganised and chaotic environment. It has been noted by Info Entrepreneurs (2016) that 'efficient stock control allows you to have the right amount of stock in the right place at the right time.' which surely is imperative to the successful running and maintenance of any company.

However, the focus of this project will be the stock room of a local primary school, as the primary school in question currently has no organisation methods or structures in place to control their supplies in the stock room. Staff members are unaware of the extent, or lack of, their supplies. Consequently, the process of reordering stock becomes an issue, as; firstly, there is no real process for ordering new equipment, and secondly it is not possible to know what orders need to be made if there is no practical way of seeing what they already have. The system will be implemented on the school's intranet. According to AllBusiness.com editors (2016), research into intranets shows that they can improve efficiency and productivity. Pernice (2015) notes that intranets benefit small businesses that have poor internal communication, and though they are usually beneficial in the sense of file sharing and message sending, it would be beneficial with regards to this project where all 'shared' information (i.e. stock level information) is updated real time and accessible from the same place.

These shortcomings are inadequate, inferior and frankly insufficient for an establishment who's smooth running relies, in part, on the consistent supply of stationary and other required materials. This project will aim to rectify this issue, and attempt to create and possibly implement a system in which a database will hold all the inventory information within, which will be accessed by staff on the site located on the intranet. Staff will have the ability to check levels of stock for each item and see which one of the two store rooms they are located in. Stock control and management methods will be researched, as well as warehouse management as O'Byrne (2016) of the Logistics Bureau states that warehouses can be defined as "a planned space for the efficient storage and handling of goods and materials" In this context, stock rooms could be likened to a scaled down version of a warehouse, therefore for the purpose of this project, any research into warehousing that is considered relevant will be included to find the most suitable system to be created for the client.

For the purposes of improvement for the future, a method where staff can use the website to contact suppliers for further supplies will be considered, and there is scope for a similar system to be introduced where appointments can be made with teachers using a similar website/database system, so parents could check available slots and reserve a slot for themselves, and teachers could pull out their own individual appointments from the database separate from other staff members appointment timetables, but this would no longer be on an intranet as parents would need to access the site and its information.

Objectives

1. Investigate the importance of stock control and management in the workplace
2. Research and evaluate some current business intranet examples to determine the most suitable qualities for this project
3. Research business website design and database design to complete literature survey
4. Create the proposed system that suits the needs of the staff
5. Test and analyse the new system
6. Write the final report and conclude the project.

Constraints

- Must be a MySQL written database
- Must be accessed on a secure intranet
- Must be accessible at least by a laptop/PC
- Must not be accessible outside the school
- Must be usable by the staff

Resources

Personal laptop

Reporting

Regular meetings will be held with my project supervisor on a weekly basis. A blog on WordPress will have records of these meetings on and will also record the projects' progress and any other relevant information. The project plan will be followed with aim to achieving the objectives stated above as a form of checklist.

Bibliography

- AllBusiness.com. 2016. Use an Intranet to Increase Your Company's Efficiency | AllBusiness.com. [ONLINE] Available at: <https://www.allbusiness.com/use-an-intranet-to-increase-your-companys-efficiency-636-1.html>. [Accessed 06 November 2016].
- O'Byrne, Rob. 2016. About Warehousing | Warehousing Information. [ONLINE] Available at: <http://www.logisticsbureau.com/about-warehousing/>. [Accessed 09 November 2016].
- Pernice, Kara. September 2015. Should Small Companies Have an Intranet?. [ONLINE] Available at: <https://www.nngroup.com/articles/small-company-intranet/>. [Accessed 09 November 2016].
- Stock control and inventory. 2016. Stock control and inventory. [ONLINE] Available at: <http://www.infoentrepreneurs.org/en/guides/stock-control-and-inventory/>. [Accessed 07 November 2016].