*Please complete the form below. The information in this form will be included in the project portfolio for review by student teams.*

**Project title:** Develop a mail merge script

**Company name and location:** UB School of Engineering and Applied Sciences

**Company background:** N/A

**Project background:**

We combine lists provided by a number of different sources as a “snail mail” distribution list for our school magazine. We request new lists each year and then have to remove duplicate entries, check them for consistency/format/errors and combine them all into one list for the mailing vendor/post office. The quality of the lists provided can vary – sometimes the data is in the wrong place, extra hard returns are in fields, etc.) so we have to manually view the list and fix accordingly. This is time consuming.

Some lists from UB’s AWA database have an identification number, so finding duplicates from lists generated by AWA is easy. This is the largest dataset (26,000+) records.

The student list (~3200 after removing international and UB dorm addresses) and faculty/staff list (~550) have a person number.

The rest of the lists do not have numerical identifiers. They include Deans and Chairs at fellow AAU and other top tier engineering schools (~600), and smaller lists (between 20-1500 names each) of UB officials, key SUNY and govt officials and other lists provided by TCIE, Career Services, Experiential Learning, Shared Facilities, UB’s Office of Economic Development, BEAM, etc. Finally, there is a legacy list of ECI and Greater Buffalo Business partners list (~450).

The 2015-2016 mailing list had about 31,000 names.

**Project objective:**

Simplify the process of removing duplicates and combining Excel source files with varying numbers of fields into one cohesive mailing list with a standard number of fields (see table below).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First name | Last name | Title | Company | Dept. | Street 1 | Street 2 | City | State | Zip | Country |

***Please provide any supporting images you feel useful to describing the project***

None

**Expected deliverables:**

A robust script that can achieve the above objectives, and accommodate different data sources in the future

**Tentative timeline:**

TBD

**Learning outcomes:** Please provide any expected professional or engineering skills that you feel will be developed

Programming skills

Data structuring skills

**Contact information:**

Primary contact name: Jane Stoyle Welch Title: Communications Director

Email: jestoyle@buffalo.edu Phone: 645-5157

Project lead[[1]](#footnote-1) name (if different from primary): Title:

Email: Phone:

1. This is the person that the students will interact with throughout the project. [↑](#footnote-ref-1)