

# **Media Tracking System**

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## **Software Project Management**

### **Abstract**

T2 Technologies is the go to source for small and intermediate size business looking for progressive and cost effective IT solutions.

Recently Nationwide Children's Hospital contracted T2 to create a cost effective media management system to organize, track and manage their large inventory of backup tapes, CD/DVD and other media that is stored and their main data center and at their offsite storage facility. This system is designed to better manage and track the media as well as provide regulatory compliance for data safety in accordance with federal HIPPA (Health Insurance Portability and Accountability Act) and PCI (Payment card industry) laws and guidelines.

### **Introduction**

This engagement provides for an electronic database with a standard GUI interface to inventory and track portable media. The engagement also includes a web interface for offsite employee usage. This web interface will have limited function and only be for inventorying or transport of media.

### **Communications Strategy.**

The team utilized several communication methods to collaborate with each other; including email, instant web meeting technology, voice calls and voicemail. The team also used both email as well as Microsoft OneNote to keep notes on meetings, and other conversations.

We utilized regular meetings with both the customer as well as the business practitioner to solicit feedback for improvements and changes.

## 1.1. Communications

All members of the team have responded, contributed, and interacted well with each other throughout the capstone project. Assignments have been completed in a timely manner with few grammatical errors, using correct terminology, and in an organized easy to read fashion in the correct APA format. Specifically, the weekly deliverables demanded enough work that teammates would have to quickly divide the work, complete tasks, and submit the work back to the group for review. Submitting tasks back to the group gave teammates an opportunity review the work and provide appropriate feedback.

The Franklin Live and WebEx meetings were focused on the project deliverables and provided opportunities for brainstorming, planning, and feedback on submitted tasks. All participants were prepared for the meetings with ideas or questions that were pertinent to the project.

During the meetings and through email, there were times that teammates would challenge each other on the direction or selected method for completing a particular task. These 'challenges' often would provide unique insight to the problem and demonstrated the synthesis and understanding of the topic leading to an enhanced solution to the problem at hand.

## Management Information Systems

The portable media management system developed for NCH will control media inventory, the process for tracking media sent to offsite storage facilities, and IT analysts request for restore jobs. The system will track when media is destroyed and reports will identify the media can be destroyed according to retention policies. Additionally the system is compliant with HIPAA and other privacy statutes.

The system will eliminate illegible paper logs and speed up processing with a barcode scanner to track the media identification number. The look up process will be much faster, a built in query will identify the location of the media with the media identification number for the last back up of a server instead of thumbing through a paper log. The HIPAA compliant system will avoid inadvertent or miss placed portable media, eliminating or reducing the possibility for fines associated with HIPAA compliance violations.

The business practitioner that advised our team was helpful in pointing out a few errors in our initial plans along with good standard procedures for database development. One suggestion was to include the table name or abbreviation into each field name and not to abbreviate the field name if it is not clearly understood by a new user. The reason for using this procedure is that the database becomes self-documenting, which is helpful for new personnel who need to develop, modify, or maintain the system.

References. *Net Comparison Chart*. (2004, February 5). Retrieved June 26, 2010, from PromoteWare.com: <http://www.promoteware.com/Module/Article/ArticleView.aspx?id=10>

