**Chapter 2 - Applying Planning Techniques to Images and photography studio project.**

**Step 2.1 - Designing Data Dictionary for Images and photography studio project..**

1. Booking date and time- The specific date and time on which the booking was made, or the appointment is scheduled.
2. Budget range- The client's budget range for photography services, helping the studio understand their financial expectations.
3. Budget Details-If the client has a specific budget amount in mind, they can provide it here for greater precision.
4. Client Company name- Company Name" field is especially useful when dealing with corporate clients or events, as it helps you differentiate between individual and corporate clients and provides important business context for your photography services.
5. Client City- The city of the mailing address of a client
6. Client email- Email address of the person making the inquiry.
7. Client id-Unique id given to each client.
8. Client name- Full name of the client making the inquiry.
9. Client phone no-Phone number of the person making the inquiry.
10. Client signature- The Official signature after meeting the manager of the studio.
11. Client State- The state of the mailing address of a client
12. Client city- The city of the mailing address of a client
13. Client Street- The street of the mailing address of a client
14. Client Zip code- The postal zip code of the mailing address of a client.
15. Client feedback- A space for clients to provide detailed feedback, comments, or reviews about their experience with your photography services.
16. Conformation id- A unique identifier or reference number for the payment confirmation.
17. Emergency contact email- The email address of the emergency contact person.
18. Emergency contact name- The name of the client's designated emergency contact person.
19. Emergency contact Phone number- The phone number of the emergency contact person.
20. Event Date- Date of the event or the desired photography session.
21. Event location- Location or venue of the event or session.
22. Event (No of guests)- The estimated number of participants or guests attending the event.
23. Event start date- The date when the client's event or photography session is scheduled to begin.
24. Event start day- The day when the client's event or photography session is scheduled to begin.
25. Event time- The specific time when the client's event or photography session is scheduled to begin.
26. Event type- The specific type of event which the clients require special thymes and functions or ceremonies.
27. Inquiry Date- Date when the inquiry was submitted.
28. Inquiry id- Unique identifier for each inquiry.
29. Invoice date- The date when the invoice was generated.
30. Invoice due date- The due date for the payment of the invoice.
31. Invoice id- A unique identifier for the invoice associated with the inquiry.
32. Late payment fee-The specific amount or percentage of the fee to be charged as a late payment penalty when a payment is overdue.
33. Order id- A unique identifier for the order associated with the inquiry.
34. Order date- The date when the order was placed or created.
35. Order Status- The status of the order associated with the inquiry (e.g., Unpaid, Partially Paid, Paid)
36. Package type- The name or label that identifies a specific type of photography package or service offered by your studio.
37. Payment amount- The amount the client intends to pay.
38. Payment date- The date when the payment is made or intended to be made.
39. Payment method- The method the client intends to use for payment.
40. Payment\_remainder\_email- The email address to which payment reminders will be sent to notify clients of pending payments.
41. Payment\_remainder\_phone no.- The phone number to which payment reminders via SMS or phone calls can be sent or made.
42. Payment\_history- The total number of payments made by the client for a specific booking or service.
43. Payment\_history\_amounts- A record of the payment amounts made by the client for each installment or transaction.
44. Payment\_history\_date- The dates on which the client made payments for the booking or service.
45. Photographer availability- The current availability status of the photographer for the specified date and time slots.
46. Photographer signature- A signature or verification from the photographer acknowledging the inquiry.
47. Preferred photographer- If the client has a preferred photographer for the event, their name can be entered here.
48. Price expectations- The client's expectation regarding the pricing range for the photography services they are interested in, such as whether they have a strict budget or are willing to invest more for premium services.
49. Services provided- The name or label that identifies a specific photography service or package offered by your studio.
50. Staff assigned Batch no.- The batch number or group identifier for the staff member.
51. Staff assigned Email- The email address of the staff member.
52. Staff assigned Id- A unique identifier for the staff member handling the inquiry.
53. Staff assigned name-The name of the staff member assigned to handle the inquiry.
54. Staff assigned Phone number- The phone number of the staff member.
55. Status of order- The current status of the client's order or photography service, indicating whether it's pending, in progress, completed, or canceled.
56. Status or availability- The current availability status of a resource, photographer, or service within your photography studio.
57. Total appointments- The total number of appointments scheduled or made within your photography studio for a specific period, location, or service.
58. Time slots available- A list of available time slots on the specified date when clients can book photography appointments.
59. Weekly date- The date for the scheduled week or time.
60. Weekly day- The day of the week for which the schedule or availability is applicable.
61. Weekly time slots- The time slots or hours available for photography appointments on the specified day.

**Step 2.2 – Review and update the list of Assumptions (as needed).**

1. Give customers the option to register in the system by entering their contact details, preferences, and needs in Client registration.
2. Session Scheduling: Customers can browse the available slots and schedule a photography session for a certain day and time.
3. Photographer Assignment: After a session is scheduled, the computer allocates a qualified photographer who is free based on their availability and area of expertise.
4. Inventory Management: Inventory management entails keeping track of photography equipment, props, and backgrounds. When new equipment is added or items are checked out for a shoot, the database is updated.
5. Client Profile Administration: Clients can update their profiles, amend their contact information, and indicate their photography preferences.
6. Photoshoot Information: Save information about each photoshoot, such as the client, date, location, and type of photography (for example, portrait, wedding, or product).
7. Image gallery: Create an image gallery for each shooting where clients can store, organize, and readily access the altered images.
8. Image Editing: Allow photographers to upload and modify photographs before providing them to clients, with version control.
9. Payment processing: Payment Processing entails processing payment transactions, issuing invoices, and tracking payments for photography services performed.
10. Scheduling & Calendar: Keep a studio calendar that shows scheduled sessions, photographer schedules, and availability.

**Step 2.3 – Design (write out) a cross-reference table, showing what data items appear on what forms, reports, or transactions.**

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**Step 2.4 – Create a project management chart using either Gantt or PERT format.**

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