***Project Scope: WAMSI Marine Science contacts database refresh***

***Background:***

- Current database has many redundant information and has about 3550 contact information.

- Used for meetings, workshops, and mainly for storing contacts information (ie mobile phone numbers and some private addresses).

- The database is locally based in WAMSI and is on MS Access.

- Accessible via SharePoint in the administration folder for now.

***Requirements:***

1. ***Functionality:***
   1. Migrate MS Access database into an adaptable database to SharePoint.
   2. Implement a response selection function (attended/unattended).
   3. Include information on availability timings.
   4. Ensure capability to produce reports.
2. ***Content:***
   1. Handle up to 3000 contacts.
   2. Include notes about personal details, as needed by the user.
   3. 15% of the current data is obsolete, requiring cleanup.
3. ***Accessibility:***
   1. Retain database access on SharePoint.
   2. Provide access to all WAMSI’s team members (team of 8)
   3. Option to update information on SharePoint.
4. ***Security:***
   1. The database contains sensitive information, and it must be used, managed, and stored with the utmost security to prevent unauthorized access or breaches.
5. ***Team:***
   1. A team of 6 will work on this project.
6. ***Other Considerations:***
   1. Save the database in the administration folder on SharePoint.
   2. Review any available options for CRM’s (Customer relationship management) that are funded by the university.