

# **Appendices**

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Mavs

July 8, 2019 – Aug 9, 2019



# **Appendix A: Email Logs**

# **EMAIL LOGS**

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| **ERD Walkthrough Draft** 2 messages |

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| **John Manzo**<jmanzo@unomaha.edu> | Mon, Jul 8, 2019 at 2:06 PM |
| To: Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Hi All,  The first draft of the ERD is attached (vsdx & pdf). I suspect multiple changes and corrections will be required, but the completeness of this draft should give us a good starting point in Tue’s walkthrough.  In case it is helpful, I’ll also bring in paper printouts.  John     |  |  | | --- | --- | | **2 attachments** | | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/pdf.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16bd2fb5af5a5a97&attid=0.1&disp=attd&safe=1&zw) |  | **Mavs\_M5\_ERD\_v1.0.pdf** 408K | |  | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/generic.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16bd2fb5af5a5a97&attid=0.2&disp=attd&safe=1&zw) |  | **Mavs\_M5\_ERD\_v1.0.vsdx** 88K | |  | | | |

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| **John Manzo**<jmanzo@unomaha.edu> | Mon, Jul 8, 2019 at 3:13 PM |
| To: Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Just FYI: I made a few changes to the relations symbols, dependent entity shapes, and style-readability. ERD v1.1 (attached) is the draft I will present on Tue for review.  John  [Quoted text hidden]     |  |  | | --- | --- | | **2 attachments** | | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/generic.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16bd338e59d215d8&attid=0.1&disp=attd&safe=1&zw) |  | **Mavs\_M5\_ERD\_v1.1.vsdx** 89K | |  | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/pdf.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16bd338e59d215d8&attid=0.2&disp=attd&safe=1&zw) |  | **Mavs\_M5\_ERD\_v1.1.pdf** 411K | |  | | | |
| **Narrowing Scope** 1 message | |

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| **John Manzo**<jmanzo@unomaha.edu> | Tue, Jul 9, 2019 at 6:04 AM |
| To: Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  | | --- | | Just a thought: Walking through the ERD this morning might present our best opportunity to refine scope before moving forward.  The least valuable functions of the app for the Project Sponsor in inventory/equipment tracking and management (it’s a very small operation). At this stage, if you and Dr. Van Vliet find it permissible, I’m very open to dropping these functions (and the Inventory and Equipment tables) from our plans. We can discuss it further in class.  John | | |
| **RRM** 4 messages | |

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| **Shafiq Jahish**<sjahish@unomaha.edu> | Mon, Jul 8, 2019 at 6:57 PM |
| To: Paul Van Vliet <pvvliet@unomaha.edu>  Cc: John Manzo <jmanzo@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu> | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Professor Van Vliet ,  Attached is the Mavs group's Roles and Responsibility Matrix for Milestone 5. Please let us know if it is approved by you.  Thank you  Shafiq    --  *Thank you Shafiq Jahish* *Management Information System*  *College of IS&T UNO (402) 321-7078* [*sjahish@*](mailto:sjahish@lfsneb.org)[*unomaha.edu*](http://unomaha.edu/)     |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/doc.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16bd4052dbc85fa2&attid=0.1&disp=attd&realattid=f_jxv1otzc0&safe=1&zw) |  | **Mavs\_M5\_RRM\_v1.0.docx** 116K | | | | |

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| **Shafiq Jahish**<sjahish@unomaha.edu> | Tue, Jul 9, 2019 at 8:42 AM |
| To: Paul Van Vliet <pvvliet@unomaha.edu>  Cc: John Manzo <jmanzo@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu> | |
| |  | | --- | | Professor Van Vliet,  attached is the RRM with the changes. sorry i mistakenly had Joe as the milestone manager as well. I will be the project manager for milestone 5.  let me know if you have any questions  Thanks  On Tue, Jul 9, 2019 at 7:16 AM Paul Van Vliet <[pvvliet@unomaha.edu](mailto:pvvliet@unomaha.edu)> wrote:  Shafiq,    Glad to see you work on this.  Now, a few things need fine-tuning.  First, both you and Joe are listed as milestone managers, which is probably not correct.  Also, make clear that all team members will (and should!) contribute to the ERD and FRDD, which are the key components of the milestone.     * PvV   [Quoted text hidden]  [Quoted text hidden] | | |

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| **Shafiq Jahish**<sjahish@unomaha.edu> | Tue, Jul 9, 2019 at 8:43 AM |
| To: Paul Van Vliet <pvvliet@unomaha.edu>  Cc: John Manzo <jmanzo@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu> | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | sorry, forgot to attach the document.  On Tue, Jul 9, 2019 at 7:16 AM Paul Van Vliet <[pvvliet@unomaha.edu](mailto:pvvliet@unomaha.edu)> wrote:  Shafiq,    Glad to see you work on this.  Now, a few things need fine-tuning.  First, both you and Joe are listed as milestone managers, which is probably not correct.  Also, make clear that all team members will (and should!) contribute to the ERD and FRDD, which are the key components of the milestone.     * PvV     **From:** Shafiq Jahish <[sjahish@unomaha.edu](mailto:sjahish@unomaha.edu)>  **Sent:** Monday, July 08, 2019 6:57 PM **To:** Paul Van Vliet <[pvvliet@unomaha.edu](mailto:pvvliet@unomaha.edu)> **Cc:** John Manzo <[jmanzo@unomaha.edu](mailto:jmanzo@unomaha.edu)>; Joe Cremeens <[jcremeens@unomaha.edu](mailto:jcremeens@unomaha.edu)>; Christopher Kozeny <[ckozeny@unomaha.edu](mailto:ckozeny@unomaha.edu)>; Erik Eiler <[eeiler@unomaha.edu](mailto:eeiler@unomaha.edu)> **Subject:** RRM    Professor Van Vliet ,  [Quoted text hidden]  [Quoted text hidden]     |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/doc.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16bd6fa067c98e84&attid=0.1&disp=attd&realattid=f_jxvv7xsb0&safe=1&zw) |  | **Mavs\_M5\_RRM\_v1.0.docx** 114K | | | | |

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| **John Manzo**<jmanzo@unomaha.edu> | Tue, Jul 9, 2019 at 12:20 PM |
| To: Shafiq Jahish <sjahish@unomaha.edu>  Cc: Joe Cremeens <jcremeens@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu> | |
| |  | | --- | | Shafiq,  Just a heads up: Dr. Van Vliet mentioned below that all team members should be contributing to the ERD and FRDD. The FRDD is only assigned to me in your RRM.  John  [Quoted text hidden] | | |
| **ERD Feedback Request** 2 messages | |

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| **John Manzo**<jmanzo@unomaha.edu> | Tue, Jul 9, 2019 at 12:00 PM |
| To: Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Hi All,  Does the attached ERD appear correct based on this morning walkthrough? Any feedback will be appreciated. Thanks…  John       |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/pdf.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16bd7ad9ee503f88&attid=0.1&disp=attd&safe=1&zw) |  | **Mavs\_M5\_ERD\_v1.2.pdf** 412K | | | | |

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| **Shafiq Jahish**<sjahish@unomaha.edu> | Tue, Jul 9, 2019 at 1:01 PM |
| To: John Manzo <jmanzo@unomaha.edu>  Cc: Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu> | |
| |  | | --- | | Looks good to me.  John, I will fix the RRM.  Thanks  [Quoted text hidden] | | |
| **Database Creation** 3 messages | |

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| **Christopher Kozeny**<ckozeny@unomaha.edu> | Wed, Jul 10, 2019 at 9:17 PM |
| To: Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, John Manzo <jmanzo@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Hello everyone,  I spent some time today getting the database to a comfortable spot with all of our tables created and linked together. This is the first draft and there will certainly be changes, I have a few things I will bring up tomorrow after class when we're working on things. Otherwise, feel free to check it out and let me know what you think. Tables are on the left, records will be added in each view you see under those. At the top under "Database Tools" > "Relationships" you can see the resulting relations with each primary and foreign key. The Gantt chart will get finalized tomorrow and we'll be in a good spot for the weekend.  See you tomorrow!  Cj     |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/generic.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16bded22afc37eb6&attid=0.1&disp=attd&realattid=f_jxy1isak0&safe=1&zw) |  | **Martin Cleaners\_v1.0.accdb** 1044K | | | | |

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| **Shafiq Jahish**<sjahish@unomaha.edu> | Wed, Jul 10, 2019 at 9:50 PM |
| To: Christopher Kozeny <ckozeny@unomaha.edu>  Cc: Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, John Manzo <jmanzo@unomaha.edu> | |
| |  | | --- | | CJ,  thank you  where are you with the Gantt Chart? professor was asking about that today.  we can talk about it tomorrow.  [Quoted text hidden]  --  *Thank you Shafiq Jahish* *Management Information System*  *College of IS&T UNO (402) 321-7078* [*sjahish@*](mailto:sjahish@lfsneb.org)[*unomaha.edu*](http://unomaha.edu/) | | |

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| **John Manzo**<jmanzo@unomaha.edu> | Thu, Jul 11, 2019 at 6:12 AM |
| To: Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  | | --- | | Thanks, Cj—this is a really good start. I’m hoping we can get everything approved by Fri at 10:30am (the end of Dr. van Vliet’s office hours), and it appears we’re in a position to do so.  John  [Quoted text hidden] | | |
| **Gantt Chart Review** 2 messages | |

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| **Christopher Kozeny**<ckozeny@unomaha.edu> | Thu, Jul 11, 2019 at 12:01 PM |
| To: Paul Van Vliet <pvvliet@unomaha.edu>  Cc: Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, John Manzo <jmanzo@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Professor Van Vliet,  I've made some good headway on the Gantt chart and have attached it for your review. I've kept formatting consistent with the layout of our previous Project Management files. Please let me know if any changes need to be made.  Thank you,  Cj     |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/generic.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16be1fb925e272dc&attid=0.1&disp=attd&realattid=f_jxyx3i9i0&safe=1&zw) |  | **Mavs\_M5\_Gantt\_v1.2.mpp** 364K | | | | |

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| **Paul Van Vliet**<pvvliet@unomaha.edu> | Thu, Jul 11, 2019 at 1:31 PM |
| To: Christopher Kozeny <ckozeny@unomaha.edu>  Cc: Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, John Manzo <jmanzo@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  | | --- | | Chris,  First, let's talk duration.  MS Project considers a "day" to be 8 hours, no less. And so the roles & responsibility matrix you have in line 2 apparently took 2 hours to do. Is that really true?   You'll want to keep track of actual time spent on each task, and so the easiest way to do so is to add a column that YOU control in which you include the actual hours worked on each task.  (It'll be a great help at the end of the summer term when you need to account for actual hours worked on the project!)  Tasks 17 and 18 are actually one single document (Actual Hardware).  A BIG task is missing here: the actual application development.  This start after milestone 7 is done and runs parallel to milestone 8 until just before the end of the term.  - PvV  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - Dr. Paul J.A. van Vliet Information Systems & Quantitative Analysis College of Information Science & Technology University of Nebraska at Omaha Omaha, NE 68182  Phone: (402) 554-2814 e-mail: [pvvliet@unomaha.edu](mailto:pvvliet@unomaha.edu) homepage: <http://faculty.ist.unomaha.edu/vanvliet/index.htm>  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - If the only prayer you say in your life is thank you, that would suffice. - Meister Eckhart - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -  **From:** Christopher Kozeny <[ckozeny@unomaha.edu](mailto:ckozeny@unomaha.edu)> **Sent:** Thursday, July 11, 2019 12:01 PM **To:** Paul Van Vliet **Cc:** Erik Eiler; Joe Cremeens; John Manzo; Shafiq Jahish **Subject:** Gantt Chart Review    [Quoted text hidden] | | |
| **Access Database Review** 3 messages | |

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| --- | --- |
| **John Manzo**<jmanzo@unomaha.edu> | Thu, Jul 11, 2019 at 12:22 PM |
| To: "pvvliet@unomaha.edu" <pvvliet@unomaha.edu>  Cc: Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Dr. Van Vliet,  I’ve attached the Mav group’s Access file for your review. Our ERD is included for reference.  Thank you for your time.  John     |  |  | | --- | --- | | **2 attachments** | | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/generic.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16be20efbb6b568f&attid=0.1&disp=attd&safe=1&zw) |  | **Martin Cleaners\_v1.1.accdb** 1044K | |  | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/pdf.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16be20efbb6b568f&attid=0.2&disp=attd&safe=1&zw) |  | **Mavs\_M5\_ERD\_v1.4.pdf** 408K | |  | | | |

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| **Paul Van Vliet**<pvvliet@unomaha.edu> | Thu, Jul 11, 2019 at 1:36 PM |
| To: John Manzo <jmanzo@unomaha.edu>  Cc: Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  | | --- | | John,  Your team's not slowing down, is it?  The Access file perfectly matches the ERD and has all the proper data types, input masks, and attribute descriptions. Nice work!  - PvV  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - Dr. Paul J.A. van Vliet Information Systems & Quantitative Analysis College of Information Science & Technology University of Nebraska at Omaha Omaha, NE 68182  Phone: (402) 554-2814 e-mail: [pvvliet@unomaha.edu](mailto:pvvliet@unomaha.edu) homepage: <http://faculty.ist.unomaha.edu/vanvliet/index.htm>  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - If the only prayer you say in your life is thank you, that would suffice. - Meister Eckhart - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -  **From:** John Manzo <[jmanzo@unomaha.edu](mailto:jmanzo@unomaha.edu)> **Sent:** Thursday, July 11, 2019 12:22 PM **To:** Paul Van Vliet **Cc:** Christopher Kozeny; Erik Eiler; Joe Cremeens; Shafiq Jahish **Subject:** Access Database Review    [Quoted text hidden] | | |

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| --- | --- |
| **John Manzo**<jmanzo@unomaha.edu> | Thu, Jul 11, 2019 at 1:46 PM |
| To: Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  | | --- | | Hi All,  I’ve moved v1.1 of the Access file to the Approved folder.  John    **From:**[Paul Van Vliet](mailto:pvvliet@unomaha.edu) **Sent:**Thursday, July 11, 2019 1:36 PM **To:**[John Manzo](mailto:jmanzo@unomaha.edu) **Cc:**[Christopher Kozeny](mailto:ckozeny@unomaha.edu); [Erik Eiler](mailto:eeiler@unomaha.edu); [Joe Cremeens](mailto:jcremeens@unomaha.edu); [Shafiq Jahish](mailto:sjahish@unomaha.edu) **Subject:**Re: Access Database Review    John,    Your team's not slowing down, is it?  The Access file perfectly matches the ERD and has all the proper data types, input masks, and attribute descriptions. Nice work!    - PvV    - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - Dr. Paul J.A. van Vliet Information Systems & Quantitative Analysis College of Information Science & Technology University of Nebraska at Omaha Omaha, NE 68182  Phone: (402) 554-2814 e-mail: [pvvliet@unomaha.edu](mailto:pvvliet@unomaha.edu) homepage: <http://faculty.ist.unomaha.edu/vanvliet/index.htm>  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - If the only prayer you say in your life is thank you, that would suffice. - Meister Eckhart - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -    **From:** John Manzo <[jmanzo@unomaha.edu](mailto:jmanzo@unomaha.edu)> **Sent:** Thursday, July 11, 2019 12:22 PM **To:** Paul Van Vliet **Cc:** Christopher Kozeny; Erik Eiler; Joe Cremeens; Shafiq Jahish **Subject:** Access Database Review | | |
| **Heads Up** 2 messages | |

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| **Christopher Kozeny**<ckozeny@unomaha.edu> | Thu, Jul 11, 2019 at 7:40 PM |
| To: Joe Cremeens <jcremeens@unomaha.edu>, John Manzo <jmanzo@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  | | --- | | Hello team,  I just wanted to let everyone know that I will be heading out of town after class tomorrow. That being said, I won’t have Internet access after about 10 A.M.. My portion of the Milestone appears to be complete and approved. Let me know if there is anything that needs to be done on my end in terms of the Access database or the Project file and I will have it completed tonight. If I don’t hear anything back, I will assume all is well and I’m in the clear to leave tomorrow after class. Solid work this Milestone from everyone, and I’m looking forward to the next few and getting this knocked out.  Cj | | |

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| **John Manzo**<jmanzo@unomaha.edu> | Thu, Jul 11, 2019 at 7:51 PM |
| To: Christopher Kozeny <ckozeny@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  | | --- | | Hi Cj,  Please don’t worry about the Access file; it was approved earlier today.    John  [Quoted text hidden] | | |
| **Client Documents for The Mavs** 3 messages | |

|  |  |
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| **Joe Cremeens**<jcremeens@unomaha.edu> | Wed, Jul 10, 2019 at 7:05 PM |
| To: Paul Van Vliet <pvvliet@unomaha.edu>  Cc: John Manzo <jmanzo@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu> | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Hello professor!  I've included the Client Documents for your approval.  Thank you,  Joe     |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/doc.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16bde5a052d19eef&attid=0.1&disp=attd&realattid=f_jxxwvs5j0&safe=1&zw) |  | **Mavs\_M5\_CD\_v1.0.docx** 55K | | | | |

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| **Paul Van Vliet**<pvvliet@unomaha.edu> | Wed, Jul 10, 2019 at 7:20 PM |
| To: Joe Cremeens <jcremeens@unomaha.edu>  Cc: John Manzo <jmanzo@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu> | |
| |  | | --- | | Joe,  Let's take a look after the already correct opening statement:  Executive Summary  Milestone 5 is the beginning of the final half of this project and provides the following documents: Entity-Relationship Diagram, Full Relational Database Design, Project Management Charts, Client Documents, and the Meeting Communications & Control Documents.  Milestone 5 documents include:  · Entity-Relationship Diagrams (ERD)  o A diagram that lays the base foundation for the database to be designed. Contains entities that encompass specific functions within the business (such as supply orders and purchases). A relationship is then derived between relevant entities.  -> Your client won't know what entities or relationships are. How about focusing on what data the client needs to manage her business and how that data is organized?  · Full Relational Database Design (FRDD)  o The FRDD expands on the ERD, and allows for attributes to be assigned to each entity that extrapolate on each entity’s function (for instance, a receipt entity would have a date, time, purchase amount, and ID attributes at a minimum, since that’s what a receipt represents). Each entity is assigned either a Primary Key or a Foreign Key, which allows that entity to be referenced within the database.  -> Entities, primary keys, foreign keys... does the client really need to know about these?  (Hint: probably not!)  What SHOULD the client understand about this part?  · Project Management Charts (PMC)  o Contains the technical aspects of all the milestones. What gets contained within this section will vary based on the current milestone.  -> This is an odd explanation of the PMC. The gantt chart is all about the tasks involved in the project, who is supposed to do them, and when they're supposed to happen!  · Client Documents (CD)  o The Client Documents are a summary of the project in the form of an opening statement, executive summary, implications for the client, and items for approval. The opening statement addresses the immediate concerns of the current milestone, while the executive summary goes into more detail about the specifics of this milestone. Implications for the client  are the details directly for the client, should they need to do anything on their end. Items for approval are items that require approval from the project manager.  -> You really don't have to summarize the client document INSIDE the client document.  · Meeting Communications & Control Documents  o Meeting Communications & Control Documents include any communications between team members, along with any changes that arise during the project through a Change Log. Our Roles & Responsibilities matrix is included as well, which details the specific responsibilities of every project member.  Implications for the Client  Milestone 5 has no additional implications for the client.  Items for Approval  Items for approval are:  · Entity-Relationship Diagrams  · Full Relational Database Design  · Project Management Charts  · Client Documents  · Meeting Communications & Control Documents  -> Actually, the client doesn't approve any of these; I do. keep this section for items the client really should approve of (such as a change in business procedures, an additional expense, etc.).  - PvV  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - Dr. Paul J.A. van Vliet Information Systems & Quantitative Analysis College of Information Science & Technology University of Nebraska at Omaha Omaha, NE 68182  Phone: (402) 554-2814 e-mail: [pvvliet@unomaha.edu](mailto:pvvliet@unomaha.edu) homepage: <http://faculty.ist.unomaha.edu/vanvliet/index.htm>  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - If the only prayer you say in your life is thank you, that would suffice. - Meister Eckhart - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -  **From:** Joe Cremeens <[jcremeens@unomaha.edu](mailto:jcremeens@unomaha.edu)> **Sent:** Wednesday, July 10, 2019 7:05 PM **To:** Paul Van Vliet **Cc:** John Manzo; Shafiq Jahish; Christopher Kozeny; Erik Eiler **Subject:** Client Documents for The Mavs    [Quoted text hidden] | | |

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| **Joe Cremeens**<jcremeens@unomaha.edu> | Thu, Jul 11, 2019 at 9:46 PM |
| To: Paul Van Vliet <pvvliet@unomaha.edu>  Cc: John Manzo <jmanzo@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu> | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Hello professor!  Thank you for the critiques, I went ahead and made the appropriate changes to the Client Documents and revised it to 1.1. Please let me know if there are any further changes I can make.  Thank you,  Joe  [Quoted text hidden]     |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/doc.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16be413c867c3ccc&attid=0.1&disp=attd&realattid=f_jxzi2n9w0&safe=1&zw) |  | **Mavs\_M5\_CD\_v1.1.docx** 55K | | | | |
| **Gantt chart** 4 messages | |

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| **Christopher Kozeny**<ckozeny@unomaha.edu> | Thu, Jul 11, 2019 at 7:22 PM |
| To: John Manzo <jmanzo@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  | | --- | | Hey team,  I’ve completed the Gantt Chart and it has been approved. Version 1.3 is the final version and can be included in the running document. I imagine just a screenshot is needed. Although I’m wondering, the version uploaded to Canvas has the current completion percentages for each document (Not all are at 100%). Should I update each task as being 100% completed to reflect our progress at the end of the milestone? Obviously if snapshots are taken now, it will show the current completion percentages, which are not all at 100%. Maybe this is a quick change whoever is making the Running Document can make before taking screenshots. Let me know what you think.  Cj | | |

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| **Shafiq Jahish**<sjahish@unomaha.edu> | Thu, Jul 11, 2019 at 7:51 PM |
| To: Christopher Kozeny <ckozeny@unomaha.edu>  Cc: John Manzo <jmanzo@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu> | |
| |  | | --- | | Cj  I think it would be better if you put them as 100% complete so that way while you are gone tomorrow we don't need to go back to the Gantt chart and make changes. We are going to complete all other documents by tomorrow anyways. I don't know what everybody else think but that's what I think.  Thanks  Shafiq  [Quoted text hidden] | | |

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| **Christopher Kozeny**<ckozeny@unomaha.edu> | Thu, Jul 11, 2019 at 7:55 PM |
| To: Shafiq Jahish <sjahish@unomaha.edu>  Cc: John Manzo <jmanzo@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu> | |
| |  | | --- | | Thanks for the input Shafiq. I’ll update everything as 100% (as that is almost accurate at this point) and put a version 1.4 in the Approved documents folder as the final version. I will in fact be in class tomorrow, I’m just leaving town once I get home. Everything looks good though - we’ll go over small details in the morning.  Thanks  Cj  [Quoted text hidden] | | |

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| **Shafiq Jahish**<sjahish@unomaha.edu> | Thu, Jul 11, 2019 at 10:31 PM |
| To: Christopher Kozeny <ckozeny@unomaha.edu>  Cc: John Manzo <jmanzo@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu> | |
| |  | | --- | | Do we have class tomorrow?  [Quoted text hidden]  --  *Thank you Shafiq Jahish* *Management Information System*  *College of IS&T UNO (402) 321-7078* [*sjahish@*](mailto:sjahish@lfsneb.org)[*unomaha.edu*](http://unomaha.edu/) | | |
| **4110 Docs & Logo** 1 message | |

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| **John Manzo**<jmanzo@unomaha.edu> | Mon, Jul 15, 2019 at 9:09 AM |
| To: Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  | | --- | | The 4110 running doc, appendices, and logo variants are uploaded.  <https://unomaha.instructure.com/groups/16934/files/>  John | | |
| **RRM Review Request (Mavs)** 2 messages | |

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| **John Manzo**<jmanzo@unomaha.edu> | Mon, Jul 15, 2019 at 12:14 PM |
| To: "pvvliet@unomaha.edu" <pvvliet@unomaha.edu>  Cc: Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Dr. van Vliet,  I’ve attached the Mavs group’s RRM for your review.  As always, thank you for your time.  John     |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/doc.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16bf6a165a3d734c&attid=0.1&disp=attd&safe=1&zw) |  | **Mavs\_M6\_RRM\_v1.0.docx** 105K | | | | |

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| **Paul Van Vliet**<pvvliet@unomaha.edu> | Mon, Jul 15, 2019 at 12:36 PM |
| To: John Manzo <jmanzo@unomaha.edu>  Cc: Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  | | --- | | John & all,  Looks good! Now execute this plan to perfection!   - PvV  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - Dr. Paul J.A. van Vliet Information Systems & Quantitative Analysis College of Information Science & Technology University of Nebraska at Omaha Omaha, NE 68182  Phone: (402) 554-2814 e-mail: [pvvliet@unomaha.edu](mailto:pvvliet@unomaha.edu) homepage: <http://faculty.ist.unomaha.edu/vanvliet/index.htm>  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - If the only prayer you say in your life is thank you, that would suffice. - Meister Eckhart - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -  **From:** John Manzo <[jmanzo@unomaha.edu](mailto:jmanzo@unomaha.edu)> **Sent:** Monday, July 15, 2019 12:14 PM **To:** Paul Van Vliet **Cc:** Christopher Kozeny; Erik Eiler; Joe Cremeens; Shafiq Jahish **Subject:** RRM Review Request (Mavs)    [Quoted text hidden] | | |
| **My M6 Schedule** 1 message | |

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| **John Manzo**<jmanzo@unomaha.edu> | Tue, Jul 16, 2019 at 10:04 AM |
| To: Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  | | --- | | Just FYI: I plan to have the RFP approved by the end of Wed. I will dedicate Thu to helping Erik refine the I/O & interfaces. I will compile the running doc on Fri.  Please email if you have any questions or concerns.  John | | |

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| **I/O Review** 3 messages |

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| **Erik Eiler**<eeiler@unomaha.edu> | Thu, Jul 18, 2019 at 9:31 AM |
| To: Paul Van Vliet <pvvliet@unomaha.edu> | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Dear Dr. van Vliet,  I have attached the access file with changes suggested in class.  Summary of changes:   * Buttons on Report and Form to go back to the menu which prompt to save and close the form/report as it goes back to menu. * A New Record button added to the Form that clears combo box. * Purchase Report has the ID removed, description added with data entered. * Menu button on the report does not show on print just on report view.   Please let me know if anything else needs added or modified.  Thanks,  Erik Eiler     |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/generic.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16c057ea03770ae4&attid=0.1&disp=attd&realattid=f_jy8rwh270&safe=1&zw) |  | **Martin\_Cleaners\_IO\_v1.1.accdb** 1856K | | | | |

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| **Erik Eiler**<eeiler@unomaha.edu> | Thu, Jul 18, 2019 at 9:33 AM |
| To: John Manzo <jmanzo@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | I forgot to CC the team, but it is sent to be reviewed.  [Quoted text hidden]     |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/generic.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16c05801b3c12797&attid=0.1&disp=attd&realattid=f_jy8rwh270&safe=1&zw) |  | **Martin\_Cleaners\_IO\_v1.1.accdb** 1856K | | | | |

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| **Paul Van Vliet**<pvvliet@unomaha.edu> | Thu, Jul 18, 2019 at 10:00 AM |
| To: Erik Eiler <eeiler@unomaha.edu> | |
| |  | | --- | | Erik,  These look good!  Ready for inclusion in the milestone.   * PVV   - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - Dr. Paul J.A. van Vliet Information Systems & Quantitative Analysis College of Information Science & Technology University of Nebraska at Omaha Omaha, NE 68182  Phone: (402) 554-2814 e-mail: [pvvliet@unomaha.edu](mailto:pvvliet@unomaha.edu) homepage: <http://faculty.ist.unomaha.edu/vanvliet/index.htm>  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - If the only prayer you say in your life is thank you, that would suffice. - Meister Eckhart - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -  **From:** Erik Eiler <[eeiler@unomaha.edu](mailto:eeiler@unomaha.edu)> **Sent:** Thursday, July 18, 2019 9:31 AM **To:** Paul Van Vliet <[pvvliet@unomaha.edu](mailto:pvvliet@unomaha.edu)> **Subject:** I/O Review | | |
| **M6** 4 messages | |

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| **Christopher Kozeny**<ckozeny@unomaha.edu> | Thu, Jul 18, 2019 at 9:08 AM |
| To: jmanzo@unomaha.edu, jcremeens@unomaha.edu, sjahish@unomaha.edu, eeiler@unomaha.edu | |
| |  | | --- | | Hey guys,  Sorry I couldn’t make it today. I’ve felt a bit off the last couple days and needed some rest. I will have a completed version of the Project Management and Architecture files submitted later today. We should be good to go by Friday morning once again. Looking good so far!  Cj | | |

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| **John Manzo**<jmanzo@unomaha.edu> | Thu, Jul 18, 2019 at 9:09 AM |
| To: Christopher Kozeny <ckozeny@unomaha.edu>, "jcremeens@unomaha.edu" <jcremeens@unomaha.edu>, "sjahish@unomaha.edu" <sjahish@unomaha.edu>, "eeiler@unomaha.edu" <eeiler@unomaha.edu> | |
| |  | | --- | | Sounds good—thanks, Cj.  John  [Quoted text hidden] | | |

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| **Erik Eiler**<eeiler@unomaha.edu> | Thu, Jul 18, 2019 at 10:28 AM |
| To: John Manzo <jmanzo@unomaha.edu> | |
| |  | | --- | | I got the I/O approved.  [Quoted text hidden] | | |

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| **John Manzo**<jmanzo@unomaha.edu> | Thu, Jul 18, 2019 at 10:29 AM |
| To: Erik Eiler <eeiler@unomaha.edu> | |
| |  | | --- | | Great—nicely done, Erik.  [Quoted text hidden] | | |
| **RFP Review Request (Mavs)** 5 messages | |

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| **John Manzo**<jmanzo@unomaha.edu> | Wed, Jul 17, 2019 at 11:31 PM |
| To: "pvvliet@unomaha.edu" <pvvliet@unomaha.edu>  Cc: Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Dr. van Vliet,  I’ve attached the Mavs group’s RFP for your review. Given the late hour, I will also bring both electronic and hard copies to class on Thu.  As always, thank you for your time.  John     |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/doc.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16c0359c699aac89&attid=0.1&disp=attd&safe=1&zw) |  | **Mavs\_M6\_RFP\_v1.0.docx** 47K | | | | |

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| **Paul Van Vliet**<pvvliet@unomaha.edu> | Thu, Jul 18, 2019 at 7:08 AM |
| To: John Manzo <jmanzo@unomaha.edu>  Cc: Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  | | --- | | John,    Let's take a look:      Martin Cleaners  Request for Proposal  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Introduction    Martin Cleaners (“The Client”) is a commercial and residential cleaning service based in Omaha, Nebraska. The Client is preparing to implement a database management system (DBMS) application to manage all facets of their daily operations and permanently store their business data. The Client’s operational needs include tracking customer, service appointment, inventory, receivables and payables, and vendor information. Additionally, the Client will periodically generate a variety of reports to gauge their performance over time.    -> Missing here is the role your team plays in building the database application, and in acting as a liaison between the client and the vendors.      This Request for Proposal (RFP) document is an invention to submit a bid to the Client’s Project Manager with the intent to enter into a contract with Client for providing a hardware system and an ongoing support/service solution capable of meeting their processing, storage, usage, and communications demands and accommodating anticipated annual growth throughout the proposed system’s lifecycle.    The subsequent sections of this RFP detail the client’s timetable, proposal ground rules, technical and service requirements, the bid evaluation process, and proposal submission instructions.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Standards and Instructions    The schedule of events leading to a contract with the client is as follows:    RFP Date of Issue:                                            20 July 2019  Vendor Bid Deadline:                                     27 July 2019  Contract Award Date:                     03 August 2019  Date of System Implementation:              10 August 2019    Prior to the vendor bid deadline, vendors may contact the client’s Project Manager, Dr. Paul J.A. van Vliet, with any questions specific to this project. Dr. van Vlient may be reached by email at [pvvliet@unomaha.edu](mailto:pvvliet@unomaha.edu) or by telephone at 402-554-2814 on weekdays from 9-10:30am CST.    -> How about having a team contact here instead.  (My fees for dealing with vendors are astronomical!)    The client only assumes financial responsibility for any hardware and support/service agreement cost associated with this RFP. The bidding vendor assumes all other costs, including but not limited to, proposal preparation, system demonstrations, and bid overruns exceeding 10 percent of the bid estimate.    Vendor proposals will be accepted in PDF format by the Project Manager via email. Proposals must include itemized pricing, hardware brand names and model numbers, the expected system lifecycle (in years), annual pricing for ongoing hardware support and service, and a payment schedule for the Client. Vendors may submit multiple bids.    Vendors may offer a demonstration of their proposed system(s) in their proposals. The Client and Project Manager do not require a demonstration, but bids containing a vendor-paid-for demonstration may receive preferential concertation.    -> You'll want to be clearer on the demonstrations: either require them or don't have them.That way you have a level playing field.      The vendor whose bid is selected is expected to enter into a binding contract with Client. The terms of the contract will include vendor delivery on all agreed to hardware and services, payment terms to be honored by the Client, and will initially extend for six months (until 03 February 2020) before being considered for renewal.    Vendors must include no fewer than three references, with phone and email contact information, from customers they have serviced in the past six months. Vendor references should comprise customers that have entered into similar agreements as the one they are proposing to the Client. Vendors should expect the Project Manager to contact these references. Proposals which do not include references will not receive consideration.    Additionally, any products the Client purchases must be accompanied by their respective OEM user and technical manuals.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Requirements and Features    Proposed hardware solution(s) must meet the following criteria:    Processing Volume  The Client conducts an average of 10 DBMS transactions per eight-hour workday and anticipates a 10% annual growth rate each year for the next three years.    Storage Volume  The Client currently requires 100 KB of raw data storage and anticipates an annual growth rate of 110% each year for the next three years.    -> Just for my curiosity, how did you arrive at 100 Kb?    Usage Volume  The proposed system needs to support a one user at a time.    Communications Volume  The Client’s DBMS application generates an average of four 50 KB email communications per eight-hour workday.    Software Compatibly  The proposed system must be compatible with 64-bit versions of Microsoft Windows 10 Home Edition and Microsoft Access 2019.  Services  The proposed system must include a 30-day vendor return policy and one-year manufacture (or vendor) warranties for all components. Acceptable ongoing system support methods should include phone, email, and remote desktop access. Any system service or repairs must be conducted at the Client’s workplace in Omaha, Nebraska.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Bid Evaluation    Vendor bids will be evaluated using the following criteria:    Technical Evaluation  A proposed system must be capable of responding to transaction requests in 0.1 seconds of less. The system must be able to backup all Client’s data externally each day. The Client must be furnished with step-by-step data backup and recovery instructions. The system’s anticipated lifespan should be no less than three years. In addition to meeting the software compatibility needs detailed in the previous section, the system should also accommodate word processing, spreadsheet, and web browsing functions, with negligible performance lag, while the Client’s DBMS application is simultaneously running.    Vendor Evaluation  The vendor must be physically located in the Greater Omaha, Nebraska metropolitan area, been in business for a minimum of three years, and have an A+ rating from the Better Business Bureau. On-going support and service agreements, if outsourced, must be though organizations that meet those same requirements. Though not required for this specific proposal, it is preferable the vendor offers certified Microsoft Windows and Office (including Access) live training. Vendor bids will also receive favorable consideration if they offer return policies and and product warranties exceeding the minimum lengths specified in the previous section.    -> You didn't ask for training in the Services section, so you shouldn't introduce it here. Either ask for it or do not. That way you get bids that can more effectively be compared.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Conclusion / Call for Action    Vendors are invited to bid any time between the receipt of this RFP and the bidding deadline. Bids received after 27 July 2019 will not receive consideration.    Bids are to be sent via email to the Project Manager, Dr. Paul J.A. van Vliet, in PDF form. Dr. Vliet’s email address is [pvvliet@unomaha.edu](mailto:pvvliet@unomaha.edu).    -> Overall this is quite well written!  Just some details to attend to.    - PvV  [Quoted text hidden] | | |

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| **John Manzo**<jmanzo@unomaha.edu> | Thu, Jul 18, 2019 at 7:25 AM |
| To: Paul Van Vliet <pvvliet@unomaha.edu>  Cc: Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  | | --- | | Thank you for the notes, Dr. Vliet. I’ll show you the spreadsheet I used to arrive at 100 KB today in class and email you a revised RFP later this morning.  John  [Quoted text hidden] | | |

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| **John Manzo**<jmanzo@unomaha.edu> | Thu, Jul 18, 2019 at 10:13 AM |
| To: Paul Van Vliet <pvvliet@unomaha.edu>  Cc: Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Dr. van Vliet,  Per your guidance, I’ve modified the group’s RFP and attached the document for your review.  John    **From:**[Paul Van Vliet](mailto:pvvliet@unomaha.edu) **Sent:**Thursday, July 18, 2019 7:08 AM **To:**[John Manzo](mailto:jmanzo@unomaha.edu) **Cc:**[Christopher Kozeny](mailto:ckozeny@unomaha.edu); [Erik Eiler](mailto:eeiler@unomaha.edu); [Joe Cremeens](mailto:jcremeens@unomaha.edu); [Shafiq Jahish](mailto:sjahish@unomaha.edu) **Subject:**RE: RFP Review Request (Mavs)    John,  [Quoted text hidden]     |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/doc.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16c05a5a3bd17ce9&attid=0.1&disp=attd&safe=1&zw) |  | **Mavs\_M6\_RFP\_v1.1.docx** 47K | | | | |

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| **Paul Van Vliet**<pvvliet@unomaha.edu> | Thu, Jul 18, 2019 at 10:33 AM |
| To: John Manzo <jmanzo@unomaha.edu>  Cc: Christopher Kozeny <ckozeny@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  | | --- | | John,  Nicely updated! This document is now done!   * PvV   - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - Dr. Paul J.A. van Vliet Information Systems & Quantitative Analysis College of Information Science & Technology University of Nebraska at Omaha Omaha, NE 68182  Phone: (402) 554-2814 e-mail: [pvvliet@unomaha.edu](mailto:pvvliet@unomaha.edu) homepage: <http://faculty.ist.unomaha.edu/vanvliet/index.htm>  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - If the only prayer you say in your life is thank you, that would suffice. - Meister Eckhart - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -  **From:** John Manzo <[jmanzo@unomaha.edu](mailto:jmanzo@unomaha.edu)> **Sent:** Thursday, July 18, 2019 10:13 AM **To:** Paul Van Vliet <[pvvliet@unomaha.edu](mailto:pvvliet@unomaha.edu)> **Cc:** Christopher Kozeny <[ckozeny@unomaha.edu](mailto:ckozeny@unomaha.edu)>; Erik Eiler <[eeiler@unomaha.edu](mailto:eeiler@unomaha.edu)>; Joe Cremeens <[jcremeens@unomaha.edu](mailto:jcremeens@unomaha.edu)>; Shafiq Jahish <[sjahish@unomaha.edu](mailto:sjahish@unomaha.edu)>  [Quoted text hidden]    [Quoted text hidden] | | |
| **Document Review** 2 messages | |

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| **Christopher Kozeny**<ckozeny@unomaha.edu> | Thu, Jul 18, 2019 at 2:47 PM |
| To: Paul Van Vliet <pvvliet@unomaha.edu>  Cc: Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, John Manzo <jmanzo@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Professor Van Vliet,  Hello again! I have a couple documents here that I've updated and want you to have a look at before being added to our running document. Project Management file has been edited to reflect full completion of the Milestone (which will be correct once these and a couple random items are finished), and the Actual Architecture is a first draft. Let me know if there are any revisions to be made.  Cj     |  |  | | --- | --- | | **2 attachments** | | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/doc.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16c06a06ac9c04fc&attid=0.1&disp=attd&realattid=f_jy935l730&safe=1&zw) |  | **Mavs\_M6\_ActualArch\_v1.0.docx** 55K | |  | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/generic.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16c06a06ac9c04fc&attid=0.2&disp=attd&realattid=f_jy935p161&safe=1&zw) |  | **Mavs\_M5\_Gantt\_v1.6.mpp** 365K | |  | | | |

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| **Paul Van Vliet**<pvvliet@unomaha.edu> | Thu, Jul 18, 2019 at 2:54 PM |
| To: Christopher Kozeny <ckozeny@unomaha.edu>  Cc: Erik Eiler <eeiler@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, John Manzo <jmanzo@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu> | |
| |  | | --- | | Chris,  The actual hardware document looks good!  Congrats on the hole-in-one!  The Gantt chart looks fine so far. Update it with actual time spent and completion dates as the team finishes the milestone.   * PvV   - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - Dr. Paul J.A. van Vliet Information Systems & Quantitative Analysis College of Information Science & Technology University of Nebraska at Omaha Omaha, NE 68182  Phone: (402) 554-2814 e-mail: [pvvliet@unomaha.edu](mailto:pvvliet@unomaha.edu) homepage: <http://faculty.ist.unomaha.edu/vanvliet/index.htm>  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - If the only prayer you say in your life is thank you, that would suffice. - Meister Eckhart - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -  **From:** Christopher Kozeny <[ckozeny@unomaha.edu](mailto:ckozeny@unomaha.edu)> **Sent:** Thursday, July 18, 2019 2:47 PM **To:** Paul Van Vliet <[pvvliet@unomaha.edu](mailto:pvvliet@unomaha.edu)> **Cc:** Erik Eiler <[eeiler@unomaha.edu](mailto:eeiler@unomaha.edu)>; Joe Cremeens <[jcremeens@unomaha.edu](mailto:jcremeens@unomaha.edu)>; John Manzo <[jmanzo@unomaha.edu](mailto:jmanzo@unomaha.edu)>; Shafiq Jahish <[sjahish@unomaha.edu](mailto:sjahish@unomaha.edu)> **Subject:** Document Review    [Quoted text hidden] | | |
| **Help with Control Plan** 2 messages | |

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| **Shafiq Jahish**<sjahish@unomaha.edu> | Thu, Jul 18, 2019 at 3:45 PM |
| To: Joe Cremeens <jcremeens@unomaha.edu>, John Manzo <jmanzo@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu> | |
| |  | | --- | | good afternoon,  I have a couple questions that were raised by Dr. Van Vliet.  1- in my database controls i mentioned that in addition to the password there will be a process to encrypt data to make sure they are secure? he asked if this will really happen? so are going to have process to encrypt the data?  Do you know if we will have any specific antivirus and firewall installed for Sheri? or does she already have something in place?  Thanks    --  *Thank you Shafiq Jahish* *Management Information System*  *College of IS&T UNO (402) 321-7078* [*sjahish@*](mailto:sjahish@lfsneb.org)[*unomaha.edu*](http://unomaha.edu/) | | |

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| **John Manzo**<jmanzo@unomaha.edu> | Thu, Jul 18, 2019 at 5:45 PM |
| To: Shafiq Jahish <sjahish@unomaha.edu>, Joe Cremeens <jcremeens@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu> | |
| |  | | --- | | I have no data encryption plans as of now. Sherri’s router has a NAT firewall (like all do), beyond that she just user Widows Firewall and Windows Defender.  John  [Quoted text hidden] | | |
| **Client Docs for milestone 6** 4 messages | |

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| **Joe Cremeens**<jcremeens@unomaha.edu> | Wed, Jul 17, 2019 at 7:56 PM |
| To: Paul Van Vliet <pvvliet@unomaha.edu>  Cc: Erik Eiler <eeiler@unomaha.edu>, John Manzo <jmanzo@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu> | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Hello professor!  I've included the Client Documents for milestone 6 for your review. Please let me know if there are any additional critiques or adjustments I can make.  Thank you,  Joe     |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/doc.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16c0294de04efc3c&attid=0.1&disp=attd&realattid=f_jy7yrnu90&safe=1&zw) |  | **Mavs\_M6\_CD\_v1.0.docx** 55K | | | | |

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| **Paul Van Vliet**<pvvliet@unomaha.edu> | Thu, Jul 18, 2019 at 6:58 AM |
| To: Joe Cremeens <jcremeens@unomaha.edu>  Cc: Erik Eiler <eeiler@unomaha.edu>, John Manzo <jmanzo@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu> | |
| |  | | --- | | Joe,    Let's see here:    Opening Statement    Milestone 6 for Martin Cleaners Database Management System has been completed. The systems development project continues to remain on time and on budget.    Executive Summary    Milestone 6 is the second part of the final half of this project and consists of the following parts: Updated Project Management Chart, Computer Architecture Design, Comprehensive System Controls Plan, Input/Output and Interface Design, and the Meeting Communications & Control Documents.    Milestone 6 documents include:  •             Project Management Charts (PMC)  o             Contains the Gantt Chart, which shows the tasks to be completed and the estimated time of completion. The Tracking Gantt Chart tracks guestimate timeframes (“a best guess start” with “a best guess” finish) and actual timeframes (the actual start and finish times), along with detailing the differences between them (otherwise known as the variance) and who is responsible for each item within a given timeframe. Updated tasks and estimates are provided for milestone 6.  •             Computer Architecture Design (CAD)  o             The CAD phase includes the Request for Proposal (RFP) for vendors and the process of procuring the client’s hardware for the system’s architecture. The RFP includes asking for vendor bids proposing configurations or products which match a specified need. The system architecture is the environment in which the system will run, in this case a personal computer.    -> You are mixing up the two architecture documents which makes the explanation confusing. How about discussing one at a time?  Also target the RFP description more clearly towards your project rather than a generic definition.  •             Comprehensive System Controls Plan (CSCP)  o             The CSCP is an outline that details various contingencies that the system might run into, including software threats, access threats, and hardware threats.    -> This is incomplete; the threats are matched with controls aimed at dealing with them.  Also, the term "contingencies" is rather vague here.    •             Input/Output and Interface Design (I/O & ID)  o             The I/O & ID is the interface for the system, that takes in information from the user and outputs any relevant information back to the user. The interface will be designed in such a way that the user shouldn’t have any issues operating it, while being able to perform any needed operations that the system has to offer.    -> Explain more clearly why the user interface design is included here.    •             Meeting Communications & Control Documents  o             Meeting Communications & Control Documents include any communications between team members, along with any changes that arise during the project through a Change Log. Our Roles & Responsibilities matrix is included as well, which details the specific responsibilities of every project member.    Implications for the Client    Milestone 6 has no additional implications for the client.    Items for Approval    Items for approval are:    •             Computer Architecture Design    -> The user would only need to approve this if you are asking them to acquire new hardware.    -> Ask for feedback (not final approval) on the interface design.    - PvV  [Quoted text hidden] | | |

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| **Joe Cremeens**<jcremeens@unomaha.edu> | Thu, Jul 18, 2019 at 8:52 PM |
| To: Paul Van Vliet <pvvliet@unomaha.edu>  Cc: Erik Eiler <eeiler@unomaha.edu>, John Manzo <jmanzo@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu> | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Thanks for the feedback!  I've went ahead and updated the Client Documents with those critiques you listed. Let me know if this looks any better.  Thank you,  Joe  [Quoted text hidden]     |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/doc.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16c07ee5828a8786&attid=0.1&disp=attd&realattid=f_jy9g7g250&safe=1&zw) |  | **Mavs\_M6\_CD\_v1.1.docx** 56K | | | | |

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| **Paul Van Vliet**<pvvliet@unomaha.edu> | Fri, Jul 19, 2019 at 7:01 AM |
| To: Joe Cremeens <jcremeens@unomaha.edu>  Cc: Erik Eiler <eeiler@unomaha.edu>, John Manzo <jmanzo@unomaha.edu>, Shafiq Jahish <sjahish@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu> | |
| |  | | --- | | Joe,    Nicely updated!  [Quoted text hidden] | | |
| **Control Plan** 5 messages | |

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| **Shafiq Jahish**<sjahish@unomaha.edu> | Thu, Jul 18, 2019 at 10:43 AM |
| To: Paul Van Vliet <pvvliet@unomaha.edu>  Cc: Joe Cremeens <jcremeens@unomaha.edu>, John Manzo <jmanzo@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu> | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Dr Van Vliet,  attached is the control plan for your review. I appreciate your time and feedback.  Thanks  Shafiq  --  *Thank you Shafiq Jahish* *Management Information System*  *College of IS&T UNO (402) 321-7078* [*sjahish@*](mailto:sjahish@lfsneb.org)[*unomaha.edu*](http://unomaha.edu/)     |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/doc.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16c05c0e974a7c41&attid=0.1&disp=attd&realattid=f_jy8uff3x0&safe=1&zw) |  | **Mavs\_M5\_Control\_Plan.docx** 25K | | | | |

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| **Paul Van Vliet**<pvvliet@unomaha.edu> | Thu, Jul 18, 2019 at 11:07 AM |
| To: Shafiq Jahish <sjahish@unomaha.edu>  Cc: Joe Cremeens <jcremeens@unomaha.edu>, John Manzo <jmanzo@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu> | |
| |  | | --- | | Shafiq,  Let's take a look:  • Introduction  o Purpose of control plan is having a quality product that will meet the end user needs and requirements. This control plan will explain different threats that the user of the application might face and the plan will explain different ways of how to control these threats.  A threat is any type of activity or incident that leads to data loss through disruption of normal business operations. In the next sections we will explain common threats such as data entry threats, output threats, database threats, access threats, software threats, hardware threats, and the control plans for these threats.  • Data Entry Controls  o Data entry is an important part of every organization. One of the biggest threats that data entry can face is typo. We all sometimes have those fat fingers that make mistakes while entering data.  o Typos happen when employees are overloaded and there are long and complex words so we can have drop downs for common data entry options. Before processing the data, make sure you double check the data to see that they are accurate.  -> You can use drop-downs ONLY for the selection of data that is already in the database (such as looking up an existing customer or ordering a product from inventory).  -> What about using data types and input masks to reduce data entry errors?  o Another data entry threat is skipping a required field. We are always in a hurry when entering data or completing a form.  o Associated data entry control. Put requirements on the fields that needed to be completed. Make sure that users can’t submit their forms unless all fields are complete.  • Output Controls  o Output threat is who has access to the output. For example where are the printouts laying? These printouts might be an invoice, or payment receipt that will contain and individual or business personal information such name, address, phone number, credit card number, etc. Your computer screen is also a threat so make sure you don’t let anyone look at it.  o Associated output control is that we have to make sure that the printers are located in a secure place so that customers or other individuals don’t walk by them and have access to them. Since Martin cleaner is a one person business, make sure the printer and all printed paperwork is located near the owner so that she is the only person that can access them. Computer screens can be protecting by where you set in the office. Make sure that the screen is facing the wall and there is no window behind you.  o Another output threat is the large number of printouts that organization needs to send them out. For example Martin Cleaners would be printing large number of invoices every two weeks or at the end of the month.  o Associated output control. These printouts have to be stored in locked cabinets and if there are printouts that are no longer needed, we would need to shred them. Make sure you don’t through invoices and other papers with personal information into the trash can, because there are people who come around and collect your trash in order to acquire personal information and use them for identity theft and wrong doing purposes.  • Database Controls  o Database threat. These days having a password is not enough to protect the data from hackers. We need to have extra ways to protect the data.  o Associated database control for this threat will be to have encryption for the data. Even though that every time we access the database, it has to decrypt the data which will take some time, but encryption will help to protect the data even if the organization loses the hardware.  -> Did you discuss this with the team?  After all, they will have to implement this.  o Another database threat is what if a security threat hits the system or if someone steals the computer or the building is on fire so there will be a data loss? We should have a plan B to make sure we have the data.  o Associated database control for this threat will to regularly backup data. Backup can be done on daily basis if there are many transactions every day or you can backup your data on weekly basis if there are only a few transactions every week. The backup data must be stored in a separate place away from where the database is located, because if the building burns down, you should have another way to recover the data from where the backup is.  -> This is a good argument, but now you need to translate this into specific instructions.  Who will back up the data? Exactly how often? Where exactly will the backup be kept?  • Access Controls  o Access threat is someone unauthorized gets access to the system.  o Associated access control for this threat will be for user to have log in to access the computer and the database. This will be two layers of authentication to have separate log in for the computer and user ID and password to access the database. They would need to pick a strong password and change it regularly.  o Another access threat is that who can have access to the database system.  o Associated access control this will be that since Martin Cleaner has is a standalone business and will be run by one person, so access to the database has to be granted to one person.  -> How does this second access control differ from the first?  It appears to be the same thing.  • Software Controls  o One of the biggest threats facing software these days is hacking. We all could see that there is new hacking news every day. You might be thinking that hackers are after big companies, but there are small hackers that target small businesses such as Martin Cleaners.  o In order to control this threat, you would need to update the software regularly to make sure the software patches are updated and there are no vulnerabilities in the software. Be aware of these threats and don’t fall in for the scammers that would want to get access to your system.  o Software can be target for all types of malicious actions. For example virus, worm, Trojan horse, malware, spyware, etc. These might happen to you by installing malicious software from the internet. You might be thinking that I have this free software and I should install, but be careful with it.  o Associated software control for these threats will be to have an updated antivirus, firewall is set up to block any cyber security attacks, and make computer is regularly scanned for these threats. Make sure you don’t install free software that you don’t know where they come from.  -> What specific firewall and anti-virus software does the team plan to install?  • Hardware Controls  o Hardware incompatibility is a major threat and this happens when you don’t have a compatible hardware that can run the software.  o Associated hardware control is to have a computer that would be able to process as many transactions as you would need for your business. You have to know how much storage you would need for your data, how many transaction should the hardware process at the same time, what software you would need to be run in the hardware, etc. based on these specification, you can buy a hardware so that it will be compatible for your business needs.  -> This is a bit silly, to be honest.  You'd know when installing the software whether or not it is compatible with the hardware. This is not a control you would have to deal with.  o Another hardware threat is a malicious or careless damage. This happens when someone accidently or deliberately delete or change a file on your PC when you are not around. You might not notice what have changed in your computer while you were gone and it might be unintentional by someone close to you that didn’t mean to do so.  o Associated hardware control is to lock your computer in a safe room so that no one can use it while you are not there. If you are the administrator user, never run a guest account in that same computer. Make sure that computer is only used for your business purposes.  • (Include additional sections if needed.)  -> No additional sections here.  • Disaster Recovery  Sections:  o Contention plan is what to do as the disaster happens. Sheri Martin has a laptop that she will be using for her business. In addition to having a backup, she can take the laptop with her and run away if a disaster happens and she is able to reach to her laptop. If it is impossible to get your laptop, you don’t have to worry about it because you will backup of your database.  -> Slight grammar error here: "you will have a backup of your database."  o Contingency plan is what to do while the system is not available. Sheri has been doing her business without the database management system for a few years now, so she has a clear understanding of what to do when the system is unavailable. She can manually write or type data and enter them to system once it is available.  o Recovery plan: In our database control section of this plan we talked about backing up data. If data is backed up on daily or weekly basis than there won’t be any issue to bring the business back to normal if a disaster hits the organization. The easy for now will be to take a copy of the database at the end of the day and save it to a hard drive. Since Martin Cleaners is not a huge business, they can copy the database to thumb drive and keep it away from where the laptop is. Make sure that the hard drive or the thumb drive is password protected so in case you lose it.  -> This backup procedure should not be here but in the Database Controls section.  Also, is a thumb drive the best medium for a backup? What if it's in the same building as the laptop and the building burns down?   Thumbdrives are also easily lost, which can lead to even bigger problems.   After the disaster, you can easily connect your hard drive to another computer and would be able to access your data. Finding the software such as Access 2016 is not an issue if we have the database in hand.  - PvV  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - Dr. Paul J.A. van Vliet Information Systems & Quantitative Analysis College of Information Science & Technology University of Nebraska at Omaha Omaha, NE 68182  Phone: (402) 554-2814 e-mail: [pvvliet@unomaha.edu](mailto:pvvliet@unomaha.edu) homepage: <http://faculty.ist.unomaha.edu/vanvliet/index.htm>  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - If the only prayer you say in your life is thank you, that would suffice. - Meister Eckhart - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -  **From:** Shafiq Jahish <[sjahish@unomaha.edu](mailto:sjahish@unomaha.edu)> **Sent:** Thursday, July 18, 2019 10:43 AM **To:** Paul Van Vliet <[pvvliet@unomaha.edu](mailto:pvvliet@unomaha.edu)> **Cc:** Joe Cremeens <[jcremeens@unomaha.edu](mailto:jcremeens@unomaha.edu)>; John Manzo <[jmanzo@unomaha.edu](mailto:jmanzo@unomaha.edu)>; Erik Eiler <[eeiler@unomaha.edu](mailto:eeiler@unomaha.edu)>; Christopher Kozeny <[ckozeny@unomaha.edu](mailto:ckozeny@unomaha.edu)> **Subject:** Control Plan    [Quoted text hidden] | | |

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| **Shafiq Jahish**<sjahish@unomaha.edu> | Thu, Jul 18, 2019 at 9:02 PM |
| To: Paul Van Vliet <pvvliet@unomaha.edu>  Cc: Joe Cremeens <jcremeens@unomaha.edu>, John Manzo <jmanzo@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu> | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Dr. Van Vliet,  Please find the attached control plan and let me know of any changes that need to be made.  Thank you for your time.  Shafiq  [Quoted text hidden]     |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/doc.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16c07f7bf2b2cb6a&attid=0.1&disp=attd&realattid=f_jy9gl0gy0&safe=1&zw) |  | **Mavs\_M5\_Control\_Plan\_v1.2.docx** 26K | | | | |

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| --- | --- |
| **Paul Van Vliet**<pvvliet@unomaha.edu> | Fri, Jul 19, 2019 at 7:28 AM |
| To: Shafiq Jahish <sjahish@unomaha.edu>  Cc: Joe Cremeens <jcremeens@unomaha.edu>, John Manzo <jmanzo@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu> | |
| |  | | --- | | Shafiq,  In the database controls section, explain more clearly where the backup is to be kept. Remember our talk about off-site backups.  The rest looks good!   PvV  [Quoted text hidden] | | |

|  |  |
| --- | --- |
| **Shafiq Jahish**<sjahish@unomaha.edu> | Fri, Jul 19, 2019 at 8:01 AM |
| To: Paul Van Vliet <pvvliet@unomaha.edu>  Cc: Joe Cremeens <jcremeens@unomaha.edu>, John Manzo <jmanzo@unomaha.edu>, Erik Eiler <eeiler@unomaha.edu>, Christopher Kozeny <ckozeny@unomaha.edu> | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Dr. Van Vliet,  Attached is the control plan with the updates made to the control plan.  Thanks for your time.  [Quoted text hidden]     |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | [https://ssl.gstatic.com/ui/v1/icons/mail/images/doc.gif](https://mail.google.com/mail/u/1?ui=2&ik=3d2458175b&view=att&th=16c0a52aedb79d91&attid=0.1&disp=attd&realattid=f_jya43h4e0&safe=1&zw) |  | **Mavs\_M5\_Control\_Plan\_v1.3.docx** 27K | | | | |



# **Appendix B: Meeting Minutes**

|  |  |
| --- | --- |
| **Date:** | 7/8/19 |
| **Time:** | 9:00-9:15 |
| **Location:** | PKI 274 |
| **Present:** | Joe Cremeens, John Manzo, Erik Eiler, Christopher Kozeny, Shafiq Jahish |
| **Absent:** | None |
| **Subject:** | Delegation of duties for Milestone 5 |

**ACTION ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | ***Responsible Party*** | ***Due Date*** | ***Comments*** |
| Delegate duties | Team | 7/8/19 | Listed below |
| Choose milestone managers | Team | 7/8/19 | Listed below |
|  |  |  |  |
|  |  |  |  |

**HANDOUTS**

No handouts were given at this meeting.

**DISCUSSION**

Delegation

Everyone will participate in the ERD and FRDD, but team members will lead the work as to keep the tasks on track.

CJ: Gantt Chart, FRDD lead

John: ERD head lead

Joe: Client Documents

Erik: Change Log and Meeting Communications

Shafiq: Running Document

Milestone managers

5. Shafiq

6. John

7. Erik

8. CJ

Team project (last week) – Joe

|  |  |
| --- | --- |
| **Date:** | 7/10/19 |
| **Time:** | 8:45-9:30 |
| **Location:** | PKI 274 |
| **Present:** | Joe Cremeens, John Manzo, Erik Eiler, Shafiq Jahish |
| **Absent:** | Christopher Kozeny |
| **Subject:** | Progress updates and finalizing of ERD |

**ACTION ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | ***Responsible Party*** | ***Due Date*** | ***Comments*** |
| Progress updates | Team | 7/10/19 | Joe – in progress, Shafiq – in progress, Erik & John – finishing ERD |
| Finalizing ERD | Erik & John | 7/10/19 | Met with Dr. van Vliet and got ERD approved |
|  |  |  |  |
|  |  |  |  |
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**HANDOUTS**

A copy of the ERD

**DISCUSSION**

After discussion with Dr. van Vliet, two entities, Account Payable and Account Receivable, were removed as they were not needed. The entities of Usage Line and Purchase Line were added to the ERD.

|  |  |
| --- | --- |
| **Date:** | 7/11/19 |
| **Time:** | 8:30-8:45 |
| **Location:** | PKI 274 |
| **Present:** | Joe Cremeens, John Manzo, Erik Eiler, Shafiq Jahish, Christopher Kozeny |
| **Absent:** | None |
| **Subject:** | Progress updates and first draft of FRDD |

**ACTION ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | ***Responsible Party*** | ***Due Date*** | ***Comments*** |
| Progress updates | Team | 7/11/19 | Listed below |
| FRDD review | CJ | 7/11/19 |  |
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**HANDOUTS**

A copy of the ERD

**DISCUSSION**

The ERD had one small change of an inventory type attribute needing to be added to the Inventory entity.

Progress

Joe – in correction after review

Shafiq – in progress

Erik – in progress change log and meeting comms

John – adding descriptions and correcting data types in the FRDD

CJ – in progress Gantt chart

|  |  |
| --- | --- |
| **Date:** | 7/12/19 |
| **Time:** | 8:00-8:30 |
| **Location:** | PKI 274 |
| **Present:** | Joe Cremeens, John Manzo, Erik Eiler, Shafiq Jahish |
| **Absent:** | Christopher Kozeny |
| **Subject:** | Finalizing Milestone 5 |

**ACTION ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | ***Responsible Party*** | ***Due Date*** | ***Comments*** |
| Client Document | Joe | 7/12/19 | Approved at end of meeting |
| Format check for EL and MM | Erik | 7/12/19 | Approved |
|  |  |  |  |
|  |  |  |  |
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**HANDOUTS**

None

**DISCUSSION**

The team agreed to aim for everything turned in by tonight at 5pm.

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| --- | --- |
| **Date:** | 7/15/19 |
| **Time:** | 9:00-9:15 |
| **Location:** | PKI 274 |
| **Present:** | Joe Cremeens, John Manzo, Erik Eiler, Shafiq Jahish, Christopher Kozeny |
| **Absent:** | None |
| **Subject:** | Delegation of duties |

**ACTION ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | ***Responsible Party*** | ***Due Date*** | ***Comments*** |
| Delegate | Team | 7/15/19 | Listed below |
|  |  |  |  |
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**HANDOUTS**

None

**DISCUSSION**

Duties

Joe – Client Document

Shafiq – Control Plan

Erik – Change Log and Meeting Comms

John – RRM, Running Document, and RFP

CJ – Gantt chart and Computer Architecture

|  |  |
| --- | --- |
| **Date:** | 7/17/19 |
| **Time:** | 8:30-8:45 |
| **Location:** | PKI 274 |
| **Present:** | Joe Cremeens, John Manzo, Erik Eiler, Shafiq Jahish, Christopher Kozeny |
| **Absent:** | None |
| **Subject:** | Progress updates |

**ACTION ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | ***Responsible Party*** | ***Due Date*** | ***Comments*** |
| Progress updates | Team | 7/17/19 | Listed below |
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**HANDOUTS**

None

**DISCUSSION**

Progress

Joe – starting tonight

Shafiq – in progress

Erik – I/O reviewed at meeting

John – in progress

CJ – in progress Gantt chart

|  |  |
| --- | --- |
| **Date:** | 7/18/19 |
| **Time:** | 8:20-8:45 |
| **Location:** | PKI 274 |
| **Present:** | Joe Cremeens, John Manzo, Erik Eiler, Shafiq Jahish |
| **Absent:** | Christopher Kozeny |
| **Subject:** | Progress updates |

**ACTION ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | ***Responsible Party*** | ***Due Date*** | ***Comments*** |
| Progress updates | Team | 7/18/19 | Listed below |
| I/O Review | Erik | 7/20/19 | Comments below |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**HANDOUTS**

None

**DISCUSSION**

Progress

Joe – in review

Shafiq – in review

Erik – I/O reviewed at meeting

John – in review

CJ – in progress

I/O Review:

Menu approved

Form needs buttons to go to menu and close form when doing so

Needs new record button

Report needs menu button

|  |  |
| --- | --- |
| **Date:** | 7/19/19 |
| **Time:** | 8:00-8:10 |
| **Location:** | PKI 274 |
| **Present:** | Joe Cremeens, John Manzo, Erik Eiler, Shafiq Jahish, Christopher Kozeny |
| **Absent:** | None |
| **Subject:** | Progress updates |

**ACTION ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | ***Responsible Party*** | ***Due Date*** | ***Comments*** |
| Progress updates | Team | 7/19/19 | Listed below |
|  |  |  |  |
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**HANDOUTS**

None

**DISCUSSION**

Progress

Joe – approved

Shafiq – approved

Erik – Change Log and Meeting Comms start | I/O approved

John – RFP approved | working on Running Document

CJ – Comp Arch approved | updating times on Gantt chart



# **Appendix C: ERD**

Please refer to File name: Mavs\_M5\_ERD\_v1.4.vsdx in the submitted zip folder



# **Appendix D: Access Database**

Please refer to file name: Mavs\_M5\_Martin Cleaners\_v1.1.accdb in the submitted zip folder



# **Appendix E: Tracking Gantt Chart**

Please refer to file name: Mavs\_M6\_Gantt\_v1.6.mpp in the submitted zip folder