**Chapter 2 - Team Project: Applying Planning Techniques to Team Project**

Read the sample project steps for this chapter and apply the same techniques to the team project that you are developing. For the team project, do the following:

**Step 2.1 - Design (write out) the Data Dictionary for Team Project.**

Write out a user-oriented data dictionary, consisting of an alphabetical list of every data item referenced in any report or routine transaction, and an informal definition for each term.

Solution:

ClientAddress The mailing address of the client, consisting of clientStreet, clientState, clientcity

ClientAppointmentDate The appointment date of the client

ClientAppointmentTime The appointment time of the client

ClientAreaCode The mailing zip code of the client

ClientCity The mailing city of the client

ClientFirstName The given first name of the Client

ClientID The unique Id for customer identification

ClientLastName The given last name of the Client

ClientPhone The complete phone number of the client

ContractAdditionalPictures The extra copies requested by the client

ContractNumber The unique number for signed contract by the Client

ContractProofSubmission Company agreeing to submit proofs(yes/no)

ContractServiceDays The days in a week when the contract is applicable

ContractStartDate The contract start date

EventAmountPaid The amount paid at the time of confirmation

EventBalanceAmount The balance due after the amount paid at confirmation

EventConfirmationDate The date on which the event was confirmed

EventConfirmationTime The time at which the event was confirmed

EventDate The date of the event

EventID The unique event id for a customer

EventLocation The location of the event

EventMethodPayment The method of payment with options credit, cash, debit or any other

method

EventTime the time of the event

EventTotalPayment The total amount for the event

PackageID The unique Id for packages available

PackageMode The mode of package requested by the client online or offline

PackageNumberProofs The number of proofs agreed to be submitted

PackageProofType The type of proof agreed to be submitted

PackageServiceRequest The requested services by the Client

PhotgrapherAddress The mailing address of the photographer, consisting of state, street and.

city

PhotgrapherPhone The complete phone number of the photographer

PhotographerAreaCode The zip code of the photographer

PhotographerCity The city of the photographer

PhotographerFullName The first given name of the photographer

PhotographerID The unique id for photographer

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

**Solution:** 1. Clients have unique identifiers such as their first and last name.

2. The database contains the client's contact information as well as payment information from when they signed the contract.

3. Unique identification is required for every photographer in the studio.

4. Method of payment for an event should be either credit/Debit or cash.

5. A single photographer may have covered several events.

6. Events should be recognized by their Event ID.

7. The unique id for the packages available.

7. Each Package is identifiable by an unique identification that is issued to it.

8. At least one lead photographer and one optional helper photographer are required for each event.

9. When signing the contract, the client should pay an initial deposit and then make

further payments.

10. Before signing the contract client should provide proper identification proof.

11. The studio provides a list of photographer’s contact details.

12. The final payment amount may change from the first request.

13. Photographer type values include ordinary photographers and freelance

photographers.

1. The event and seating values are on the list of Event kinds.
2. Event location and time will be informed to the client a week prior to the actual event.
3. The final payment amount may change from the first request.
4. The database does not include file metadata for photos retained by the studio for

six months and then deleted.

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

To construct the cross-reference table, write the names of all forms, reports, and transactions as column headings across the top of the table. Write the items from the data dictionary down the first column, making a form like a spreadsheet. If a data item on a given row appears on a particular form, report, or transaction, place a check mark in the cell for the corresponding column-row intersection.

Solution:

Graphical user interface, application, table, Excel

Description automatically generated

**Step 2.4 - Using a project management tool such as MS Project or a spreadsheet, create a chart using** **Gantt or PERT format that lists the major tasks of the project and assign a timeline for the completion of the entire project.**

Divide the major tasks into subtasks. If the project is being done by a group, assign the subtasks to the group members. Indicate dependency of one task on another by drawing arrows. Establish deadlines as necessary to complete the project on time.

Ans:

Calendar

Description automatically generated

Application, calendar

Description automatically generated