**Database Memos**

TO: On the Spot Courier Services Management Team

FROM: That’s No Moon Software Development Team

DATE: 15 April 2019

SUBJECT: Data Administrator and Database Administrator

Currently, the system is in need of a data administrator (DA) and a database administrator (DBA). On the Spot’s current possible stakeholders for the positions consist of the commissioner, employees, and the That’s No Moon software development team. The positions will be permanent, full-time positions.

A data administrator (DA) primarily maintains and provides the structure and integrity of data as well as manages data definition and database design. To be more specific, a data administrator (DA) will manage data standards, data use, and data quality. The data standards will consist of naming standards, defining standards, data typing standards, and value edits. Data use will consist of ownership of data, accessibility of data, and confidentiality of data. Data quality will consist of validation rules, completeness, currency, consistency, and relevancy.

A database administrator (DBA) primarily manages the safety and operation of the database after deployment as configured correctly for organizations architecture. They are responsible for maintaining a multiple DBMS environment, protecting data and the database, monitoring and maintaining high levels of performance, backing up the database, and defining recovery procedures. One example protecting data and the database would be user authentication.

The commissioner and employees of On the Spot have no current database management experience or training, so we do not recommend them to be put in the positions of data administrator (DA) or database administrator (DBA). That’s No Moon team members primarily focus on designing software and will not be available to maintain a permanent position in regards to administering the database.

Therefore, we recommend that On the Spot hire potential database administrators externally. This would be ideal as qualified, available professionals would be able to permanently fill the base administrator (DA) and database administrator (DBA) roles. Experienced professionals would be able to maintain the integrity, structure, safety, and operation of the database.

Regards,

That’s No Moon