1. Organization: Biola Youth Theatre– a musical theatre program for 6 to 18 year old students. It goes through semester-long rehearsal process to performances, and organizes skill classes, fundraisers, and meetings on the way.
2. Scope
   1. Managing day-to-day operations
      1. Rehearsals/meetings
      2. Office works
   2. Store data that will help planning future programs
      1. Finance
      2. Program (shows, fundraisers)
   3. Store data that will help training new employee (job transitions)
      1. internships
      2. student workers (backstage, AD, dance)
      3. staffs/faculty
3. Database System Requirements
   1. High-level entities
      1. Employee
         1. hired employees including faculty/staffs, student workers, and interns
         2. Data: employee ID (alphanumeric), name (alphanumeric),
      2. Student
         1. Student registered in the program
         2. Data: student name, year, guardian, phone number etc (alphanumeric)
      3. Event
         1. Storing any regular/irregular events
         2. Data: dates and names of rehearsals, classes, summer camp, training, meeting, fundraiser, etc (alphanumeric, dates)
      4. Inventory
         1. List of any equipments, set pieces, props, costumes owned by BYT
         2. Data: item name (alphanumeric), location name (alphanumeric)
      5. Material
         1. Documents used for rehearsal process
         2. Data: name of music score, scripts (alphanumeric)
      6. Documents
         1. Name of recorded documents in BYT’s possessions
         2. Data: name of charts, videos, photos etc (alphanumeric)
      7. Company
         1. Companies associating with BYT
         2. name of providers for equipments such as costume rentals, filmmakers, flower shop and music departments, etc. (alphanumeric)
   2. Functions
      1. Financial planning/Fundraiser
         1. Business analysis and planning
      2. Schedule planning
         1. Set dates for rehearsal, performance, meetings etc
      3. Backstage operations
         1. Oversees props, sets, tech, usher, etc
      4. Social media/advertisement
         1. Organizes social media posts, announcements
      5. rehearsal
         1. Plans and teaches scenes, music, dance
      6. Costumes
         1. Plans, organizes, and make costumes for each show/fundraiser
      7. Customer assistance
         1. Answers questions, provides information during office hours via visit, email, phone calls.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | employee | Student | event | inventory | material | documents | company |
| Finance | x | x | x | x | x |  | x |
| Scheduling | x | x | x |  | x |  |  |
| Backstage |  | x |  | x |  | x | x |
| Social Media |  |  | x |  |  | x |  |
| Rehearsal | x | x | x |  | x |  |  |
| costumes |  | x |  | x |  | x | x |
| Customer service |  | x | x |  | x |  |  |