**LETTER OF ENGAGEMENT**

**TO:** *VIETNAM CHILDREN ASSOCIATION*

**FROM:** VT CONSULTANT GROUP

**SUBJECT:** SYSTEMS DATABASE

**DATE:** SEPTEMBER 12TH, 2022

This letter of engagement is an agreement between *Vietnam Children Association* and VT Consultant Group to summarize a deliverable database and the services provided to enhance the business performance. This letter will include the goal of the business partnership, a brief discussion of the database, queries to retrieve transactional data, and a schedule of deliverables. The signature from two parties is also included.

**The Business**

*Vietnam Children Association* is a non-profit organization that helps the children in Vietnam who live in poverty and need essential health care, education as well as protection services. The organization is going to launch some campaigns to raise awareness among potential donors and collect items to distribute to needy children. To help manage and organize the systems better, some consultants have been hired to create a database for the organization.

The requested database will include information on donors, donations, and other related entities as shown below:

**Database Description**

Our database includes six entities:

·      Donor

·      Donation

·      Campaign

· Employee

· Item

·      Receiver

**Business Rules:**

* A donor can make one or more donations, but a donation can only be made by one donor.
* A donation can have one or more items, and an item belongs to only one donation.
* A campaign can have zero or more donations, but a donation belongs to only one campaign.
* An item can only be given to one receiver, but a receiver can have one or more items.
* An employee can participate in zero or more campaigns, but a campaign must have at least one or more employees.

Attached in appendix A is the conceptual design (ER Diagram) of the proposed database.

**Queries**

The following queries are recommended for the *Vietnam Children Association* database:

* Donation by Donor Query: This query tells the user which donations are made by a particular donor. This will help the organization keep track of donations that each donor has made.
* Item by Donation Query: This query tells the user which items are made by a particular donation. This can help the business better categorize the items and sort them out for giving to the people who need them.
* Donation by Campaign Query: This query will show the user what donations were made at a particular campaign.
* Item by Receiver Query: This shows the user some information about the receivers and what items are sent to receivers.
* Employee by Campaign Query: This query allows the user to know what and how many employees participate in a particular campaign.

**Reports**

The following reports are created to help *Vietnam Children Association* manage the performance of the charity campaigns and collect information about donors and receivers so that they can better use it for future campaigns.

* Campaign Report: This report will visualize the effectiveness of the campaign by visualizing the number of donors and donations. This will help *Vietnam Children Association* make better decisions in staffing according to the numbers of donors reached.
* Donation Analysis Report: This report will categorize different types of donations, which help the organization evaluate the usefulness of the items collected so that it can better sort out the items next time.
* Donor Analysis Report: This report shows detailed information about the donors, which will help the organization figure out the places and organizations where they have more donors. Thus, they can focus more on other organizations next time.
* Receiver Geographical Analysis Report: This maps out the places where more people need the donations as well as lets the business know which other locations they can build distribution offices.
* Annual Report: This report shows how often the campaign takes place as well as the number of donations it has throughout the year. This will help the organization to manage what they do and improve performance.

**The Schedule of Deliverables**

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Due Date** | **Completed** |
| Letter of Engagement | **09/12** | **09/08** |
| Physical Database Implementation | **10/03** | **10/01** |
| Stored Procedures | **10/31** | **10/25** |
| Final Operational Database and Presentation | **12/05** | **12/01** |

**Acceptance of Letter of Engagement**

This engagement letter is signed by representatives of both parties and it forms a legally binding agreement.

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*VIETNAM CHILDREN ASSOCIATION*                VT CONSULTANT GROUP

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                          Date                                                                          Date

# Appendix A – Conceptual Design (ERD)

