**Statement of Work: Wild Wood Apartments**

**History**

Over the past years of business, the many apartment managers of Wild Wood Apartments at all of the different locations have resorted to using their own methods for tracking the occupancy rate of tenants, recording rent payments, beginning and ending leases, keeping records of maintenance expenses and so on. They are then required to submit a paper report to company headquarters summarizing the previous information in quarterly intervals. This has been difficult for the managers to accurately record and manage this information in general but especially when attempting to complete an accurate quarterly report and also for the corporate managers to assess the reports and be able to verify the information accurately.

A database with access to both the apartment managers and corporate headquarters through a client application would vastly improve the way in which business entities are handled, recorded and reported.

**Scope**

The Wild Wood Apartments database will act as the information hub for the business data to be cataloged and tracked from the apartment managers end by keeping track of tenant’s leases, keeping records of payments and recording maintenance and repair amounts. The database will have a query function that shows the information relevant to creating the quarterly reports that the managers can use to easily complete the quarterly reports. This will also be accessible from the corporate side so the corporate managers can have the ability to verify the information if needed.

**Constraints**

The database will not be able to act as a payment interface to process reimbursements for the apartment managers maintenance and repairs. It will also not process tenants rent or security deposit payments.

**Objectives**

* Simplify the process of tracking tenants leases, payment receipts for rent and repairs
* Quantify quarterly report information to allow managers to fill out reports with ease
* Allow access to both apartment managers and corporate managers to allow verifiability and increased accuracy in information tracking and reporting.

**Tasks and Timeline**

1. **Gathering Data:** This will be through conducting interviews with several apartment managers over videoconference as well as corporate managers to obtain details about preferences for the business information to be organized.

Time allotted: 2 weeks

Deliverable: Notes from interviews and a right up of the observations.

1. **Analyzing Data:** The information gathered from the interviews will be analyzed and data modeling will begin.

Time allotted: 1 week

Deliverable: A list of the different entities that will be included in the database.

1. **Normalization:** The data model will be produced with relationships of entities completed.

Time allotted: 2 weeks

Deliverable: Diagram available to review.

1. **Building and testing the database:** The data model will be created on a RDBMS and tested.

Time allotted: 3 weeks

Deliverable: operational database.