CLient Briefing document

Document history

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# Project Background

Secure and efficient database implementation with suggested best practice is one of the challenge for an organization and as well as an important part of the duty for a database administrator,

1. Database authentication and network communication port need to be considered after database installation and essential to check especially in production environment to overcome the safety loopholes by changing default database port and default system users access in database.
2. There are critical default installation options include drive and database physical structure selections which are not easy to change after the database is hosted.
3. Old database installation software version is also considered to raise a concern for database performance and security.

4. Other things to consider are memory, CPU, database recovery model and compatibility level parameters which all affect database performance if they are not tuned.

Identifying details of SQL Server configurations is a time consuming process and lots of manual work for a new database administrator who wants to know the configured parameters values of all SQL Server instances and for all databases without well maintained inventory.

Sometimes it is very difficult for a database administrator to check and create an inventory of all the database parameters especially for large SQL Server environment. Maintaining the databases accordance to best practice will also become challenging when organisation has so many databases.

With the stated challenges, the group aims to produce a database evaluator that will diagnose and check the basic implementation parameters of SQL Server Instances and Databases. The database evaluator will target all versions of SQL Server starting with SQL Server 2008 and SQL Server 2012. Older versions of SQL server will not be supported. Project will be targeted to finish 04/11/2016. There is no cost include for this project and there is no risk involve with executing a client application on database system as it will not modify any exiting parameters for database and database system. Project team will be responsible do deliver the final products for this project as follows.

1. A website from where a customer can download the client application and upload the database dump files.
2. A client application that will produce a dump file of the existing client’s database and SQL instance parameters values only.
3. A database evaluator tool that will generate reports from the dump files uploaded by customers.

It is planned that generated dump files will be encrypted for security purposes. The client application is free to download from the product website and profit will be generated instead when customers choose to avail of the database evaluation services.

# Target audience

The project team want to attract Small and medium-sized enterprises who has implemented SQL server in their infrastructure and want to know the implementation risk and verify the configuration of databases and SQL Server. The biggest opportunity with this project are first customer can see what parameters are missing with the exiting database implementation. Large number of SQL Server instances auditing is also very easy perform by this tool.

Customer will get the benefit of an audit report to tune their database parameters in well advance to overcome all the security and performance problems. Sometimes it will costly for a small business to hire a professional or a contractor to evaluate their database system because it is time consuming and costly process.

Therefore, this tool is also for a business or a customer who may not be able to hire a full time database administrator to diagnose their database system.

# Key Consumer Benefit

* Promote efficiencies as customers can inspect their reports and adjust their database parameters.
* Customers do not need to hire professional or contractor to evaluate their database system.
* Same tool and report can be used for timely Audit purpose as well.
* Save time by minimizing manual work to check all parameters.

# Completion

* **Project Administration:**
  + Ensure that all project tasks and activities are properly completed;
  + Ensure that all project deliverables are complete and approved;
  + Ensure and confirm that the project has met all requirements of the customer and stakeholders;
  + Verify and validate that all project deliverables have been properly delivered and accepted (get formal acceptance);
  + Make sure that project exit criteria have been met and validated;
  + Ensure that document (form, certificate) is signing by project stakeholders to certify that work is complete, objectives are reached, requirements are met, so that project is acceptable and billable;
  + Launch turnover of sign off sheet among project participants or/and project departments;
  + Identify, recognize, and mitigate risks (what can prevent the project from being successfully accomplished);
  + Ensure, if necessary, the announcement via PR department and inner industrial communications;
  + Arrange celebration to acknowledge your results;
* **Project Contracts:**
  + Checking project contacts and making sure that the project meets and addresses all terms and conditions stated in these contracts;
  + Confirm that project has completed each contract’s exit criteria for closure;
  + Ensure that all contracted financial issues are appropriately charged to the project’s budget and closed;
  + Ensure that all contracts are formally finalized and closed;
* **Project Documentation:**
  + Ensure that all work orders and administrative regulations are closed out;
  + Ensure that all project documentation is complete, systematized, shared and archived;
  + Prepare project transition documentation if required;
  + Ensure transfer of knowledge (prepare operating and maintenance manuals);
  + Prepare statement for organization’s management;
  + Deliver the status report to all the project stakeholders;
* **Project Quality:**
  + Ensure that all support mechanisms are in place for the project’s products;
  + Ensure that project evaluation review documents are completed;
  + Schedule post-implementation reviews;
  + Determine percentage rate to know how well the project has met all the variety of pre-defined objectives and tasks;
  + Ensure post-completion project assessment and summarize lessons learned analysis;
  + Ensure post-completion project quality review and evaluation in terms of different project aspects

# Responsibility

* Project Advisor: Steve Mckinlay

Responsibility:

* Give the corresponding feedbacks and suggestions.
* Project Manager, Test Manager: Changming Wu

Responsibility:

• Manage and lead the project team.

• Manage co-ordination of the partners and work groups engaged in project work.

• Develop and maintain a detailed project plan.

• Manage project deliverables in line with the project plan.

• Record and manage project issues and escalating where necessary.

• Manage project scope and change control and escalate issues where necessary.

• Monitor project progress.

• Provide status reports of project.

• Manage project evaluation and dissemination activities.

• Manage consultancy input within the defined budget.

• Work closely with customers to ensure the project meets business needs.

• Definition and management of the User Acceptance Testing programme.

* Developer and tester
* Database Specialist, Tester: Hardik Kansara
* Web Developer, Tester: Kwinno Pineda
* C# Developer, Tester: Patrick Cura

Responsibility:

* + Work with the Project Manager for definition of development requirements and priorities.
  + Develop project tasks with goals and schedule
  + Report configuration and deployment.
  + Set up and maintenance of security rights and access permissions.
  + Contribute to technical strategy, policy and procedure with Project Manager.
  + Develop and operate of technical testing project.
  + Develop the technical documentation to agreed quality standards.
  + Report on progress/issues to management.