**Client Brief**

**Project Background**

Database implementation is one of the biggest challenges for an organization and a database administrator. It is not easy to change after the database is hosted. Therefore, many companies have to hire a professional or contractor to manage their database. Our project can help customers to solve this problem. This project is about using Microsoft Visual Studio and SQL Server Express to develop Database simulator. Customers can download the simulator from a website, execute simulator against client system, and upload the file to the website so it will be diagnosed later.

**Target audience**

The purpose of developing this project is to attract customers who have implemented SQL server in their infrastructures and want to know the implementation risks and verify the configuration of databases and SQL Server.

**Key Consumer Benefit**

* Customers can get the benefit of inspecting report and adjusting their database parameters before it is late.
* Customers do not need to business to hire professional or contractor to evaluate their database system.

**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:

* Inspect the completed work on weekly schedule of the development team
* 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
  + Set up interfaces with other systems.
  + 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.