Documentation, tracking, and reporting tool policies:

* + We will only use PDF solely for reporting purposes. MS office will be used for documentation and tracking. Also, we will use Excel for Pivot Table.
  + The data modeling tool that will be used is Microsoft SQL Server 2017 for most of the data and information services. Microsoft SQL Server support the Physical Model and UML is among the notations supported. This will help to create, update, manage and retrieve data from database and support both the forward and reverse engineering.
  + For creating Conceptual Model ,we will be using Microsoft Visio 2016 because it will help to organize and present Entity Relationship Diagram (ERD) for Conceptual Model.
  + Git will be used by us for version control and to have a centralized server.