**New Tampa Junior Women’s Club (NTJWC) Prepared 9/20/2013**

***Statement of Work***

**Project Name:**

**PVF Project Managers:**

**Customer:**

**Project Sponsor:**

**Project Start/End (Projected):**

**Project Description**

**NTJWC Directory, Records, and Ledger**

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**NTJWC Committee**

**9/9/2013 – 12/10/2013**

**Goal**

The Goal of the **NTJWC Directory, Records, and Ledger** is to produce three plugins to a database to track information on the organizations proceeding. The first of which is to produce a plugin like a phonebook on the current members. It will help track addresses, phone numbers, emails, membership status, skills, family members, the community they live in, and how they receive membership newsletter. In addition to tracking their information, each member will in the system have a four digit number for identification purposes. The next goal is to be a suitable record keeping software for meetings and the current committee members in offices such as president, vice president, treasurer, and secretary. It will also track the six individual committees as well as their chairmen, and their activities that they partake in. Next, the system will track the donations of each event that the group hosts. The donations will also include an ID for the event that the organization participated in and raised funds from. The Ledger will also include records for benefactors to the organization such as their name, and ID number linking to them, address, and additional contact information. Lastly, the system will have the ability to generate records listing all donations, a summary of the expenditures for each event, a list of members and their immediate family, a list of members and their skills, and a list of the committees and the members included in each.

The reasons behind the Directory plugin of the system is to help better manage the records of members and assist in daily processes, such as, printing out address information for newsletter mailing as well as automatic email blasts that they send out to their members. It will also help in tracking and better pairing of members to jobs that their specific skills could better assist in. Next, for their records plugin, they require that the system allow for them to track and thoroughly keep records and history for multiple years for the committee leaders: president, vice president, treasurer, and secretary; as well as the six smaller committees and their year to year proceedings. It will also help to track the members in the committees and which committees they are currently and once were in. Lastly, the justification for the Ledger plugin is to track the cash flow from year to year that each of the six committees make as well as the money gained from the activates of the overall organization. It will help to track the benefactors to the group and the payment needed and payment paid to certain events that the organization has participated in.

**Objectives**

* Improve matching of members skills to existing projects
* Increases efficiency when tracking income and expenditures
* Improved Benefactor record keeping
* Cut time in newsletter distribution
* Increased Efficiently tracking minutes for meetings, committees, and positions of board members over multiple years
* Ability to generate reports for specific in house information

**Phases of Work**

The following tasks and deliverables reflect the current understanding of the project: In the analysis phase we will construct a context diagram. A Context Diagram is a data flow diagram that will show all of the major sources of data for the system. Also we will construct an Entity-Relationship Diagram which depicts the major data elements, attributes and the relationship between the data elements. In the design phase we will build a database schema which creates the initial set of database tables for the applications. In implementation phase we make a data dictionary will provides a brief explanation of the tables and depiction of all of the fields of each database table with their corresponding physical level depictions. The database application comes next, after that we will construct the systems documentation. The systems documentation is a compilation of the work completed during the SDLC. Last is the user’s manual, which will provide answers to the new customers.