**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**

**Roger Baumbach II**

**Derek Herr**

**Trevor Letizel**

**NTJWC Committee**

**Mary Ellen Laister**

**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**

This system has many objectives in which it should fulfill; first we hope that it will improve matching of members skills to existing projects in terms of having members benefit the overall organization. Next, the database system is planned to increases efficiency when tracking income and expenditures as well as improving the Benefactor record keeping for future occasions that would be necessary for purposes like taxes. The system will help to cut time in newsletter distribution to members through efficiently tracking contact addresses and help the user to send out emails to members or print mailing addresses for mailed correspondence. One also hopes that will increase efficiency in tracking minutes for meetings, committees, and positions of board members over multiple years. Lastly, the system should have the ability to generate reports for lists of members, committees, funds, and benefactors for efficiently tracking and answering questions that a user may need.

**Phases of Work**

The following tasks and deliverables reflect the current understanding of the project:

In the analysis phase: a context diagram will be constructed. A Context Diagram is a data flow diagram that will show all of the major sources of data for the system and the destinations for the data that it outputs. Also an Entity-Relationship Diagram will be constructed, which depicts the major data elements, attributes and the relationship between the data elements.

In the design phase: a database schema will be formed, which creates the initial set of database tables for the applications.

In implementation phase: a data dictionary will be constructed, which provides a brief explanation of the tables and depiction of all of the fields of each database table with their corresponding physical level depictions. Following that, a database application will be formed, which is the actual system that had been hoped to be created from the initial request. Following the application, documentation is required. The systems documentation will be a compilation of the work completed during the SDLC. Last is the user’s manual, will be formed which is essentially a step by step manual teaching the user how to operate the system and should be able to answer any questions that the user may have.