The Max Inventory System



**Team Awesome**

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| --- | --- |
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Client Documents

**Opening Statement**

Milestone 6 of The Max Inventory System has been completed. The development of this system continues to remain on schedule and on budget.

**Executive Summary**

With technology today, bars can make a more efficient use of time and energy by using a system to track inventory. Using an inventory system, a bar can track which items they need to reorder, which items are most popular and which items should be discontinued from their purchases.

We are currently in the process of designing a system around the liquor usage at The Max. This application will allow them to make orders more easily. As inventory increases this system will be a good complement to the already successful bar.

This milestone contains documents to describe The Max Inventory project. The key documents for this milestone include:

* Project Management Chart for Semester: Details individual tasks needing to be completed for this project. These tasks include each document for the milestones and final project. This will also include the tasks for the prototype of the inventory system. These tasks include everything needed to complete the rest of the system. This chart will also track the hours spent working on the system as well as the resources that were involved in each task.
* Computer Architecture Design: This will include both, a request for proposal and an actual architecture document.

The request for proposal’s purpose is to ask for bids from vendors who are interested in fulfilling the requirements of the hardware needed to run the system through a bidding process. It will lay out the standards and instructions by which the proposal will need to be submitted. It will also explain requirements of the hardware that will be needed to run the designed system. The request for proposal also gives the evaluation criteria by which the proposal is reviewed.

The actual architecture document will outline the specific computer hardware that will be needed to run the new system. This document will also explain the process by which the hardware will be acquired. In addition, the process will describe who will be doing the purchasing and who will approve of the purchasing of the hardware.

* Comprehensive Systems Controls Plan: This document will help ensure business continuity. The system will be designed so that foreseeable problems are prevented from happening, so that the business can continue to operate normally. This document will allow the client to have written quality controls of the designed system.
* Input/Output and Interface Design: These will be forms and screens that the user will be using to perform various actions in the system. These forms will be in Microsoft Access and Team Awesome will design the layout of them. Inventory ordered will be entered through these forms. Data will also be pulled from the database regarding current levels of inventory through this these forms. The purpose of the design is to make the system user friendly for the client. The client will have no training from Team Awesome and employees of The Max will not always be tech savvy, so being user friendly is a major part of the design. Design of the interface and forms is being done in the current milestone to save time and effort during the rest of the project.

**Implications for Client**

There are no implications for client for Milestone 6.

**Items for Approval**

There are no items for approval for Milestone 6.

Project Documents

**Project Management Chart for Semester**

<<See attached MAX.mpp>>

**Input/Output and Interface Design**

<<See attached MAX.accdb>>

**Computer Architecture Design**

<<Will go here when completed>>

**Comprehensive Systems Controls Plan**

<<Will go here when completed>>

**Control Documents**

**Roles and Responsibilities**

**Milestone 6**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibility** |
| Justin | Client Liaison/Systems Control Document | * Organizing meetings between customer and Team Awesome * Completion of the Comprehensive Systems Control Document |
| Paul | Computer Architecture Design | * Creation of Request for Proposal Document * Creation of Actual Architecture and client hardware procurement process documents |
| Collyn | Milestone Manager | * Managing documents for group * Assigning deliverables to group members * Revision of client document to reflect Milestone 6 * Revision of meeting communications and control documents to reflect Milestone 6 |
| Tom | Project Management/Gantt Chart/Milestone Collaborator | * Update the Gantt chart from Milestone 6 to reflect completed tasks and in progress tasks * Help Aziz with the creation of I/O and interface design * Help others update documents based off feedback |
| Abdulaziz | Input/Output and Interface Design | * Create I/O and Interface Design in Microsoft Access |

**Meeting Communications**

**Milestone 6**

**Date:** 2/15/18

**Time:** 6:30 PM

**Location:** UNO Criss Library 102b

**Present:** Paul Naumann, Tom Jorgensen, Justin Hendricks, Abdulaziz Matar

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Began working on first draft of Milestone 6 documents * Set responsible parties |

**Handouts:** None

**Discussion:** See Comments

**Date:**  Week beginning 2/12/18

**Time:** All week

**Location:** Group text/ slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks, Abdulaziz Matar

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group text/ slack.com chat | Team Awesome | * Discussed required documents for Milestone 6 * Assigned Collyn as Milestone Manager |

**Handouts:** None

**Discussion:** See Comments

**Date:**  Week beginning 2/19/18

**Time:** All week

**Location:** Group text/ slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks, Abdulaziz Matar

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group text/ slack.com chat | Team Awesome | * Assigned due dates for documents * Discussed in-person meeting times |

**Handouts:** None

**Discussion:** See Comments

**Date:** 2/22/18

**Time:** 6:30 PM

**Location:** UNO Criss Library 102b

**Present:** Paul Naumann, Tom Jorgensen, Justin Hendricks, Abdulaziz Matar

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Created first draft of Entity Request for Proposal |

**Handouts:** None

**Discussion:** See Comments

**Change Log**

**Opening Statement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 9/6/17 | 1 | Creation of Opening Statement | Created Opening Statement document |
| 10/4/17 | 2 | Revised Opening Statement | Revised Opening Statement to reflect Milestone 2 |
| 10/16/17 | 3 | Revised Opening Statement | Revised Opening Statement to reflect Milestone 3 |
| 12/8/17 | 4 | Revised Opening Statement | Revised Opening Statement to reflect Milestone 4 |
| 1/15/18 | 5 | Revised Opening Statement | Revised Opening Statement to reflect Milestone 5 |
| 2/27/18 | 6 | Revised Opening Statement | Revised Opening Statement to reflect Milestone 6 |

**Executive Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 9/5/17 | 1 | Creation of Executive Summary | Created the Executive Summary document |
| 9/8/17 | 2 | Revised Executive Summary | Revised Executive Summary |
| 10/4/17 | 2 | Revised Executive Summary | Revised Executive Summary to reflect Milestone 2 |
| 10/16/17 | 3 | Revised Executive Summary | Revised Executive Summary to reflect Milestone 3 |
| 12/5/17 | 4 | Revised Executive Summary | Revised Executive Summary to reflect Milestone 4 |
| 1/15/18 | 5 | Revised Executive Summary | Revised Executive Summary to reflect Milestone 5 |
| 2/6/18 | 6 | Revised Executive Summary | Revised Executive Summary to reflect feedback from Professor. |
| 2/8/18 | 7 | Revised Executive Summary | Revised Executive Summary to reflect feedback from Professor. |
| 2/27/18 | 8 | Revised Executive Summary | Revised Executive Summary to reflect Milestone 6 |

**Implications for Client**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 9/5/17 | 1 | Creation of Implications for Client | Created Implications for Client document |
| 10/4/17 | 2 | Revised Implications for Client | Revised Implications for Client based on Professor feedback |
| 10/16/17 | 3 | Revised Implications for Client | Revised Implications for Client for Milestone 3 |
| 12/6/17 | 4 | Revised Implications for Client | Revised Implications for Client for Milestone 4 |
| 1/16/18 | 5 | Revised Implications for Client | Revised Implications for Client for Milestone 5 |
| 2/27/18 | 6 | Revised Implications for Client | Revised Implications for Client for Milestone 6 |

**Items for Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 9/6/17 | 1 | Creation of Items for Approval | Created Items for Approval document |
| 10/5/17 | 2 | Revised Items for Approval | Revised Items for Approval |
| 10/16/17 | 3 | Revised Items for Approval | Revised Items for Approval |
| 11/29/17 | 4 | Revised Items for Approval | Revised Items for Approval based on Milestone 4 |
| 2/4/18 | 5 | Revised Items for Approval | Revised Items for Approval based on Milestone 5 |
| 2/27/18 | 6 | Revised Items for Approval | Revised Items for Approval for Milestone 6 |

**Project Management Chart for Semester**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 2/2/18 | 1 | Creation of Project Management Chart for Semester | Created Project Management Chart for Semester |
| 2/4/18 | 2 | Revised Project Management Chart for Semester | Revised Project Management Chart for Semester based on feedback |
| 2/8/18 | 3 | Revised Project Management Chart for Semester | Finalized Project Management Chart for Milestone 5 based on feedback |
| 2/21/18 | 4 | Revised Project Management Chart for Semester | Revised Project Management Chart for current Milestone |

**Request for Proposal**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 2/22/18 | 1 | Creation of Request for Proposal | Created Request for Proposal |
| 2/24/18 | 2 | Revised Request for Proposal | Revised Request for Proposal based on feedback |
| 2/27/18 | 3 | Revised Request for Proposal | Revised Request for Proposal based on feedback |

**Actual Architecture Design**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 2/22/18 | 1 | Creation of Actual Architecture Design | Created Actual Architecture Design |
| 2/24/18 | 2 | Revised Actual Architecture Design | Revised Actual Architecture Design Based on feedback |
| 2/27/18 | 3 | Revised Actual Architecture Design | Revised Actual Architecture Design Based on feedback |

**Input/Output and Interface Design**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 2/24/18 | 1 | Creation of Input/Output and Interface Design | Created Input/Output and Interface Design |
| 2/27/18 | 2 | Revised Input/Output and Interface Design | Revised Input/Output and Interface Design based on feedback |

**Comprehensive Systems Controls Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 2/24/18 | 1 | Creation of Comprehensive Systems Controls Plan | Created Comprehensive Systems Controls Plan |
| 2/27/18 | 2 | Revised Comprehensive Systems Controls Plan | Revised Comprehensive Systems Controls Plan based on feedback |

**Roles and Responsibilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 8/30/17 | 1 | Creation of Roles and Responsibilities Document | Creation of Roles and Responsibilities Document for Milestone 1. |
| 9/16/17 | 2 | Revised Roles and Responsibilities for Milestone 2 | Revised Roles and Responsibilities for Milestone 2 |
| 11/2/17 | 3 | Revised Roles and Responsibilities for Milestone 3 | Revised Roles and Responsibilities for Milestone 3 |
| 11/9/17 | 4 | Revised Roles and Responsibilities for Milestone 4 | Revised Roles and Responsibilities for Milestone 4 |
| 1/16/18 | 5 | Revised Roles and Responsibilities for Milestone 5 | Revised Roles and Responsibilities for Milestone 5 |
| 2/27/18 | 6 | Revised Roles and Responsibilities for Milestone 6 | Revised Roles and Responsibilities for Milestone 6 |

**Meeting Communications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 9/6/17 | 1 | Creation of Meeting Communications | Created Meeting Communications document |
| 9/13/17 | 2 | Revised Meeting Communications | Revised Meeting Communications to show new meetings |
| 10/9/17 | 3 | Revised Meeting Communications | Revised Meeting Communications to show meetings since last revision |
| 10/26/17 | 4 | Revised Meeting Communications | Revised Meeting Communications to show meetings since last revision |
| 11/2/17 | 5 | Revised Meeting Communications | Revised Meeting Communications to show meetings since last revision |
| 11/30/17 | 6 | Revised Meeting Communications | Revised Meeting Communications to show meetings since last revision |
| 12/4/17 | 7 | Revised Meeting Communications | Revised Meeting Communications to show meetings since last revision |
| 12/7/17 | 8 | Revised Meeting Communications | Updated Meeting Communications to reflect separation by Milestone. |
| 2/5/18 | 9 | Revised Meeting Communications | Updated Meeting Communications to reflect new meetings |
| 2/27/18 | 10 | Revised Meeting Communications | Updated Meeting Communications to reflect new meetings |

**Miscellaneous**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 8/30/17 | 1 | Creation of GitHub Repository | Created the GitHub Repository and added members of group |
| 9/6/17 | 1 | Creation of Title Page | Created Title Page document |
| 9/10/17 | 2 | Revised Title Page | Added logo to Title Page |
| 9/11/17 | 2 | Revised Milestone 1 document | Addressed changes suggested by Professor Germonprez |
| 11/23/17 | 1 | Creation of presentation slides | Creation of presentation slides |