

Name:

IT Group:

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## INDIVIDUAL PROJECT - STRUCTURE

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### Introduction

*Describe the business context*

*Briefly describe each task:*

Task	Description
1	Create a company logo
2	Create a database to store and retrieve information
3	Print sorted lists of people matching particular criteria
4	Mail-merge database records into word-processor document
5	Create a Data Entry Form for the database
6	Create a Financial Planning model to determine profitability
7	Create a product brochure

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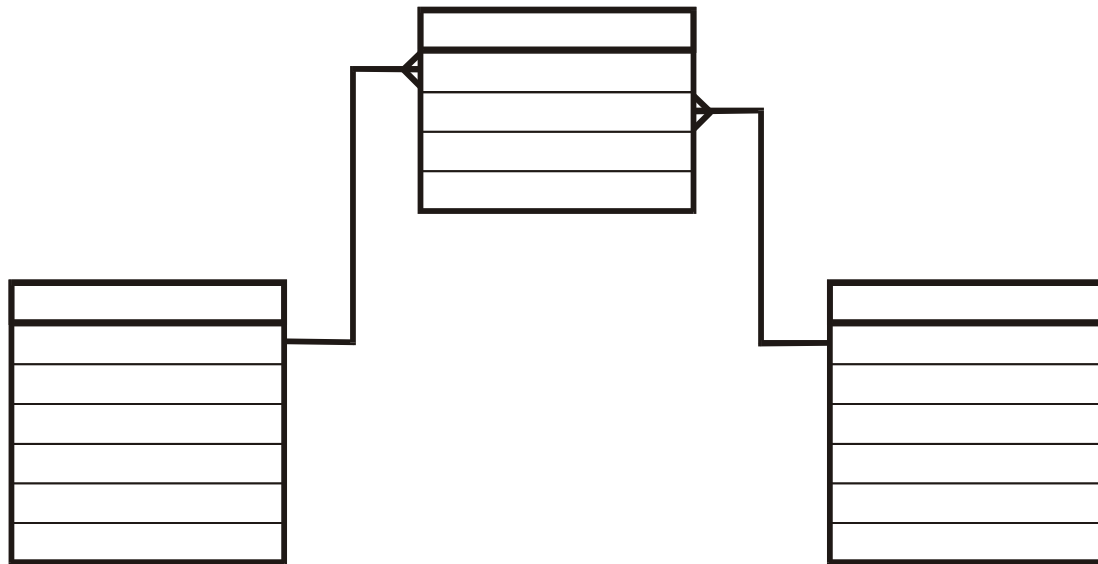
## Task 2 – Create a Database to Store and Retrieve Information

### Analysis

Information to Output

Output	Description

Data to Input



Testing

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Performance Criteria

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### **Design**

The design should include an explanation of:

a) the different software that could be used:

Task Requirements	Software "Matches"

b) the software that it would be best to use, and why:

<b>Package Type</b>	
<b>Package Name</b>	

Software Capability	Application

c) the software you will use:

<b>Package Type</b>	
<b>Package Name</b>	

If b) and c) are different, explain why the software you will use is adequate:

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d) the plan you will follow to carry out the task (including drawings where appropriate):

Stage	Description
1	a) Design tables b) Create tables c) Create relationships between tables
2	a) Design queries b) Create queries
3	a) Design Forms b) Create Forms
4	a) Populate tables using forms b) Test Forms
5	a) Design Reports b) Create Reports c) Test Reports
6	Design user controls Create user controls Test user controls

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e) reasons for your choice of design:

How will you meet the performance criteria?

How you will overcome any limitations of the software?

f) the testing plan you will follow:

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### **Implementation**

Describe clearly, giving appropriate reasoning and evidence, how you created your solution to the problem.

### **EVIDENCE**

Prove that your solution works.

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### **HISTORY**

Include earlier versions. Show improvements, corrections and changes. Give reasons for changes.

<b>Version</b>	<b>Improvement/Correction/Change</b>	<b>Reason</b>

### **ANNOTATIONS**

Mark printouts to make it clear what you have done.

<b>Printout</b>	<b>Detail</b>

### **REMEDIES**

Carry out changes if Testing shows they are needed.

<b>Error</b>	<b>Remedy</b>

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## ***Testing***

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## ***Evaluation***