

Systems Analysis and Design

Project Deliverables

Your final output for the project will be a 100-meg zip disk or a CD containing an unzipped version of your database and complete documentation of your work. The documentation should be originally typed as a separate MS Word document entitled *system-documentation*, and then saved on the same storage medium as your database. To insert it as a link in your database, open your main menu in Access in design mode, click the *Label* on the toolbox to create a label (Label it *Documentation*), right-click on it to go into its properties, under the format tab, go into the *hyperlink address*, click on the three dots and bring up the existing *system-documentation* document. To test that everything is in perfect working order, switch back to forms mode and click on the label. This should bring up your *system-documentation*. Please do not insert user ids or passwords anywhere in your system.

Your documentation should include the following components:

- A cover page, including project title, names, date, etc.
- A table-of-contents page, showing page numbers for each element included in the report. Make sure the page numbers listed correspond to actual page numbers in the body of the report.
- An ERD (the “relationships” within Access) with all the tables, fields, and relationships showing. Adjust the borders to make sure everything is showing. Try to avoid crossed lines as much as possible.
- A copy of the data contained in each table in tabular (datasheet) format. Make sure you have representative data in your tables covering all the bases. To save space, feel free to print more than one table on each page.
- The DFD for each of the transactions as well as for each of the management reports, followed by the DFD quality control checklist. Tick only those items that have been actually checked by you.
- The structured English logic for each of the transactions as well as each of the management reports.
- The structure chart for the entire application, followed by the structure chart quality control checklist. Tick only those items that have been actually checked by you.
- A copy of the design of each query (cropped screen shot), followed by the information obtained as a result of running it in tabular (datasheet) format.
- A copy of every form (cropped screen shot), starting with the main menu form.
- The user interface quality control checklist. Tick only those items that have been actually checked by you.
- A copy of every report.

- A section entitled “Reflections.” In this section, you will briefly discuss the lessons you learned from this project pertaining to information systems development. Explain each point in two steps:
 - A. first explain the experience you had (example: “while designing the user interface, we found it necessary to go back and modify our database design”)
 - B. then explain the general lesson derived from that (example: “the various components of a system are designed not sequentially but iteratively, with work done on one phase affecting the work done earlier”).

The lessons learned might also cover project management, intra-group communication, or anything else you learned as a result of doing this project. Your experiences with this project are quite typical of systems development projects. This is your opportunity to reflect on what you learned so the lessons become crystallized enough in your mind to be remembered and applied again in the future.

Access tends to increase the size of the application beyond necessity (because it stores all your changes). To dramatically reduce the size of your file, make sure you compact your database at the very end when you are done with your design: Tools/Database Utilities/Compact and Repair Database.

NOTE: If your design contains any special features, you need to explain and document them. This can be done either in a separate section, or inserted throughout the report in each section.

Clarification:

Why is it necessary to include screen shots of the various elements of your project when all documentation is embedded in the database itself? In the future, if you need to impress others (e.g., job interviewers) with the work you have done in this course, you will probably not have a chance to demo your application to your audience. So you can print that document, bind it professionally, and show it off as a project on which you have worked hard and of which you are proud. Therefore, please do NOT create it as a purely electronic document (i.e., with table of contents lines as hyperlinks, etc.)