Name Group 3   **Date** 12/6/2016   **Lab Day/Time**

Friday at 3PM

Final Write-up

We have chosen to focus on the non profit, Blue Hope Hard Hat Initiative. The organization

has teamed up with the real estate development and construction industry to raise awareness of

colon cancer. Working with our business expert, Izazul Khan, we have improved the Blue Hope Hard

Hat Initiative's current system by creating a database for the company in Microsoft Access. The

database that we have created is a quicker and more efficient system for viewing and updating data.

Previously the company was using unorganized and inefficient excel spreadsheets to track data. With

the new database, the company can view reports within the database that allow for a summary and

analysis of necessary data regarding company contact information, donations, specific event details,

upcoming events, and even who the company should send thank you notes to. This is something the

company's old method of record-keeping using excel was never capable of.

Not only did we create basic forms, reports, queries and tables; but we also went above and

beyond in order to make the database even more efficient for the company. We used multiple

advanced custom input masks. We added various validation rules so wrong information is not

inputted in the database. This was we can avoid bad and redundant data. We also customized all of

the company's forms and reports by giving them a dark blue background and light blue header with

the company's logo and a blue hard hat icon. These features give our company's database a more

aesthetic and professional look.

Our strategy for backing up and maintaining the database would include a dedicated database

administrator who oversees updating data as the organization grows. The database administrator

would also be responsible for backing up the database on two different servers. This individual would also aid in making future enhancements to the database as needed.

For our database, we have created 5 reports that will be extremely useful to the Blue Hope Hard Hat Initiative. The Company Contacts report will group the primary contacts for each company together in an organized manner. This would be useful for correspondence in business transactions. The Donations report groups all the donations from each company together in descending order. This will allow the company to easily see who is donating the greatest amount and who is donating the least amount. It also helps keep a record of when donations were made. The Meet the Sabres reports is generated specifically for an event we have planned. It displays who is invited based on their donation status. The Thank You notes report gives a list of companies that currently need thank you notes sent to them regarding their donations. This list provides the amount of the donation as well as the company's name and address. The Upcoming Events report gives a list of all upcoming events as well as a roster of the attendees going to the specific events. It additionally provides what company each attendee represents. The parameters for these forms do not need to be adjusted in order to view them.

Although the company's new database will be highly effective, there are various enhancements that could be made to the system in the future to meet the growing demands of the company. For example, a table can be added of the local businesses that the Blue Hope Hard Hat Initiative can reach out to in the future. As the organization looks to expand throughout the entire New York state, more tables and reports will need to be created to keep up with this growth. As the amount of data increases, more macros and queries may also be needed to make the system run more efficiently. We can use this output of data to create an analysis for which industries tends to donate more and how to structure our advertising campaign towards them.