

The Address Book Exercise (Part One)

Today is your third day on your new job as the Information Technologist and LAN manager for a small company that sells cardboard boxes and specialized packing materials to clients through out the Washington, DC metropolitan area. Customers include smaller retail packaging companies and the Smithsonian Institution.

One of the first problems that you have been asked to solve involves an address list of clients that is used throughout the company. Salesmen use it as they periodically check clients for restocking needs and make appointments to demonstrate new packaging products. The warehouse uses it to accurately address shipments of products to be delivered and truck drivers use it as a reference for their scheduled deliveries.

The address list is maintained by Carol Nelson office's secretary. The file has been in use since the company purchased its first personal computer in 1987. It is in ASCII format and Carol used the Windows note pad to add, delete, and change entries. On the first of each month she prints the file (over 1200 entries), copies it, and distributes it to everyone in the company that needs it.

Smith Sisters Packaging	2735 Lee Highway Falls Church, VA 22044	Sue Smith Fax	703 447-3459 703 447-7988
Smithsonian Institution	VIARC 300 Jefferson Ave Washington, DC 20001	Bill Green Pager	202 357-2398 202 567-2000
Smithsonian Institution	NASM 300 Jefferson Ave Washington, DC 20001	John I. Hunt Fax	202 357-2398 202 357-2068
Smithsonian Institution	NASM 300 Jefferson Ave Washington, DC 20001	Judy Bloome Fax Cell	202 357-2398 202 357-2578 202 567-3244
Smithsonian Institution	AMERIND 300 Jefferson Ave Washington, DC 20001	Mary Martin Home Cell Pager	202 357-5564 Ex 12 202 357-2578 202 456-8740 301 345-6342

1. What challenges to you anticipate for this project?
2. Develop a plan for this project.
3. What advantages do you see for the employees and company if you use a database product such as Microsoft Access for this project.
- 4 Estimate the savings that the company could expect to make during the first year after fielding.
5. What are the disadvantages for the use?
6. What other information will you need? How will you get it?

The Address Book Exercise (Part Two)

The owner has approved your plan for the development of an address database and has directed you to proceed with a detailed design. Respond to the following questions as part of your design:

1. What entities will you need to establish for the address database. How will they be implemented in MS Access?
2. What are the attributes of each of the entities that you have decided to include in your address database
3. What data domains will you probably use in your database?
4. Who will be given access to the database when it is installed on the LAN?
5. What should be considered before the database is placed on the LAN?
6. How will you populate the database with the legacy data found in the flat file?
7. Develop a plan to test the database. How will you ensure that the data is entered correctly and that the database remains accurate?