Action plan

Business

Identify clearly your purpose: The purpose of my assignment is to produce a database containing personal information of typical college students; information will be outputted as a form. Identifying appropriate software: Because information of an individual would need to be stored in specific tables, it would be very logical to use software such as a database package (e. g. Microsoftaccess).

Another main software package to use could be a word processing package (e. g. Microsoft word), used to document the work. Identify what is required to achieve success: In order to produce this database I will need information to be entered into the tables and what is required in certain tables. These could include:* Student table – containing personal information such as name and address.

* Course details – containing details on the type of course studied and possibly information on the course tutor.* Attendance records – containing information on how often the student attends their specific courses. Sources available to obtain relevant information: Due to the exemptions of the data protection act 1998, personal information on any student would need to be accessed by a certain individual of authority or given consent by the actual students themselves. Thus, such data would need to be protected e. g.

by means of placing a password on the database for extra security. Since the data in question is only relevant to details on the students, it is not possible to obtain such information without their consent. For this particular exercise, I have disclosed my own personal information in the database as an example of how it should work. Choosing appropriate layouts for purpose: Since my

purpose is to store personal information regarding college students, it would be appropriate to produce a database to display my intentions. Justify reasons for choice of software and layout* Microsoft Access is a highly affective software package to use when you want to produce databases because of the useful features it possesses.

* Since personal information such as name and address is required, a database would be appropriate, allowing users to enter and obtain the necessary information they require.* Databases are useful when you wish to store data; they help with file organisation.* Since the data entered and extracted are classified information, you can password protect data. PlanningSTUDENT_TABLE: Field nameData typeValidationStudent IDTextInput mask LLL99999999TitleTextSurnameTextMaximum 25 charactersFirst nameTextMaximum 25 charactersDOBDate/timeAddress line 1TextMaximum 50 charactersAddress line 2TextMaximum 50 charactersTown/cityTextMaximum 50 charactersPost codeTextInput mask LL0\\ _0LLTelephone numberTextMaximum characters 11Picture OLEjpgCOURSE_DETAILS: Field nameData typeValidationStudent IDTextInput mask LLL99999999Mode of studyTextProgram of studyTextCourse tutorTextTutor contact numberTextMaximum characters 11ATTENDANCE_RECORDS: Field nameData typeValidationStudent IDTextInput mask LLL99999999Possible attendancesNumberActual attendancesNumberPercentage attendancesCurrencyFind: Relevant information obtained from Mr Leeming in the form of exchanging Emails on what was required for the database. Using automated routinesAutomated

routines were used in this project to help calculate the percentage attendances of each pupil. The formula.

..”=[Actual Attendances] / [Possible Attendances]”…

Was entered during the design of the form; the screenshots below show how and where the formula was entered…StructuresThis database is designed to store personal information on college students, to be used and accessed by an individual of high authority, i. e.

a tutor. The database can also be sent and received via e-mail and also the data can be printed out as a form in access…Explore and derive information: Information obtained and derived for purpose by using the following: Images captured using a digital camera.

Information on field entries by Mr LeemingSkills developed included: Use of images incorporated within the database system. Attaching relevant images to particular fields in the database. ExchangeAs described in the design section, information was exchanged electronically through the use of e-mails. File attachments were received and the data obtained was inputted in the database. Develop and refineChanges that were made were not major and did not affect the overall running of the system.

Such changes include: Adjustment of visual aids such as size of font and type of font. Modifications of images used e. g re-sizing etc. Rearrangements of the fields in the form for data to be entered. DatabasesThe database produced successfully managed to meet its initial purpose. Data can be entered and multiple tables were created and a final form can be used and

printed out or electronically exchanged through e-mails or any other storage devices.