

**Sample Project Proposal**

**To:** Mike Gordon                      Ed Adams  
**From:** Client Contact  
**RE:** Database and Application Migration

The client is proposing a project to migrate database tables, fields, and data from their current Microsoft Access database to the school’s enterprise-wide MBS Database (Oracle). The client’s current database is approximately eight years old and contains over 600 students/alumni, as well as over 2000 companies. The client populates much of the alumni information using snapshot extracts from the MBS Database. Student and corporate records are entered manually and include client-specific data related to, for example, team project assignments, salaries and scope. Other information in the client database includes student admissions information and development-relevant data such as graduate placement hiring, company relationship summaries and Industry Advisory Board members.

Database migration would entail an audit of the current client data tables to determine the scope and scale of moving it to Oracle. We do not anticipate this to be a 1-to-1 mirror migration, but a significant change to the database design and structure to accommodate business rules and needs that have changed in the past eight years. This is an opportunity to not only fully integrate The clients’ people/data into the overall Database, but to also create new tools and functionality for the client’s students, faculty, alumni, and staff.

Built-in query functionality within Access is currently being used by the client to report on their data. Reporting is essential to run basic data queries, determine prospective company contacts and to build/sustain relationships with students and alumni. Reporting functionality would have to be rebuilt in Computing Services’ standard web environment.

**Key Project Benefits**

- The client is experiencing performance and extensibility issues with Access. Moving the system to the MBS Database will increase performance, enrich user experiences, and provide a fully flexible development environment.
- Integration of client data with the MBS Database will create a more accurate and robust data resource for all units, departments, programs, and centers.
- Save client staff time and resources in synching snapshots of the MBS Database with their database. This will also minimize asynchronous issues between the databases.

**Migration Process**

- Kick-off meeting with the client’s database resource to audit the current database.
- Database design and integration plan mapped out between the client and Computing Services.
- Reporting and user functionality outlined and determined.
- Database schemas and tables created. Data will be migrated.
- Administrative reporting tools developed.
- Full testing of new database functionality and integration conducted.

---

**Cost and Timing**

Final timeline and resources pending full technical and functional scoping.

<i>Key Project Components</i>	<i>Days (Business Days)</i>
Client database audit (CS)	2 days
Database migration and integration plan with reviews (CS)	5 days
Finalizing reporting and functionality specs (CS/Client)	5 days
Database migration (CS)	2 days
Development of reporting tools (CS)	8 days
Testing and review – Quality Assurance (CS/Client)	2 days

Total CS time for this project would be approximately 5 weeks. Target for project completion is Fall, 2004.

**Attachments**