Milestone One: Analysis of Organization for Grandfield College

Southern New Hampshire University

Principles of Database Design

IT-650

Prof. Bindu George

September 15, 2017

Milestone One: Analysis of Organization for Grandfield College

**Background History**

The law requires that any business, including a school, track its software, know what software the school owns, in what versions, and what the license agreement for that software is available (Conger, 2014). There are several different licensing schemes, once of is the least restrictive, is a “site” license that allows an institution to have a copy of the software on any machine on the business property, while the other licenses specify a certain number of active copies for an institution (Conger, 2014). Despite the type of license, the software poses it is important to know which software is installed on which machine, where that machine is found, and which users have access to that machine, and it is also important to track when the software is uninstalled from a machine, and when a machine is retired (Conger, 2014).

Therefore, Grandfield will need to perform an organization analysis that will enable the school to evaluate external, and internal factors that affect the college performance, especially in the software, hardware, and licenses management (Keefer, 2017). This analysis will allow Grandfield to assess its resources, and evaluate its strengths, weaknesses, and threats (Keefer, 2017), which will enable them to make the necessary changes to its current system so that it can be a more synchronize system that correlates with the organizations business practice. Additionally, the analysis will offer a summary of the problem/challenge, business requirements, and limitations of current system based on the information obtained through the evaluation of the current tracking process, which was evaluated during the interviews, and through the questionnaires that were completed by the stakeholders defined in the software tracking system (Conger, 2014).

**Business Requirements**

Business requirements are an important part of a project, as it allows for the stakeholders, project team, and other members of the organization to understand the importance of the project (Parker, 2012). With the creation of the business requirements for this project Grandfield will be able to gather and process data successfully, which will ensure that the new database system is functions in a manner that is effective for their business. Based on the reading and documentation offered about Grandfield, there are three business requirements, that were found during the examination of current system, and the investigation conducted for the new database, these business requirements are:

* Administration Department
* IT department
* Faculty and Staff

The administration department falls under business requirements because their jobs responsibilities mandates them to need full access to the new tracking system, as this will allow them to create, support, and change the reports they use on their day-to-day activities, and they are the owner of that system. Since Administration is the system owner they need the following permissions:

* Full access without restrictions to make any modification to the software request including version upgrades
* Full access without restrictions to all information about the different licenses, license versions if applicable, their effective and expiration date
* Full access without restrictions to all information about installations or removable of software in the college and their locations
* Full access without restrictions of the list of faculties, staff, students, or any individual with access to the computers, and software, and full access to those who do not, and any documentation to support the acceptance or denial

While the IT Department handles solving any issues with the installation, upgrades, and system, therefore they need access to view everything that the administration department can view, plus they need full access to all the software owned by the college, their locations, access to install or remove software, license access and license documentation, also they need full access to the college operating system without restrictions. Whereas, faculty and staff will need permissions to certain software, depending on their needs, their permissions will be on an individual basis and each access granted will need to be reviewed before approving it, please note that all request will need to be done with the request form, no other type of method will be accepted.

**Limitations of Current System**

The current soft tracking system at Granfield college lacks the requirements set by laws that every college should follow, it lacks security and authentication since the tracking system constitutes of four different spreadsheets kept at separate location, by different departments, who lack synchronization within their business requirements, which causes duplication of data. Additionally, the current system lacks speed, adequate file transfer, and the ability to perform two tasks simultaneously, as this can reduce the speed in which a task is completed. Furthermore, in the example of the list of who has what software, the Assigned User is missing for some of the entries, which is important because by law the college needs to have correct, and precise information, which they now do not have, nor do they have the capabilities to produce this information. Another issue is the significant amount of manual labor that this current system needs, which leads the system open to errors, discrepancy, duplications, and lack of correct data entering the system.

**Departments and Operations**

Currently, departments create a report that goes to administration for their software needs for that day, instead of using emails, each department should have generated a validated report, meaning a report that is generated by the computer based on the stakeholders’ needs, not one that is created on an Excel spreadsheet. By law, any business, including a school are needing tracking its software, know what software the school owns, in what versions, and what the license agreement for that software is available (Conger, 2014), if the college creates a validated report, it would suffice the laws and regulations which they need to follow. The report will be available to the IT department, and the Administration department so that they can supply users with their request, and this will enable uploads, download, and tracking of the software/ computers to be performed in a more effective manner, with the new system this type of service will be the norm.

References

Conger, S. (2014). *Hands-On Database* (2nd ed.). [MBS Direct]. https://doi.org/https://mbsdirect.vitalsource.com/#/books/9780133927078/

Keefer, A. (2017). Characteristics of Organizational Analysis. Retrieved from http://smallbusiness.chron.com/characteristics-organizational-analysis-38352.html

Parker, J. (2012). Business Requirements vs. Functional Requirements. Retrieved from http://enfocussolutions.com/business-requirements-vs-functional-requirements/