The Project Bank - Creating your Team Business Pack

As a self employed computing consultant you encounter a large number of people whilst involved in your networking activities. One consequence of these activities is that you accumulate a huge number of business cards/flyers. These documents contain a large quantity of useful information that needs to be input into suitable database system.

On a typical business card you will find the following information.
- Company name
- Company address
- Contact name (first & last)
- Position
- Telephone number
- Mobile number
- E Mail address
- Web URL

You have been provided with a number of business cards/flyers to give you an idea of the range of details they contain. The Project Bank will allow you to record the information contained in these documents. This will allow you to contact the people via post, e mail or SMS. By recording the details of people in other companies a picture may be built up of roles and individuals in different organisations. The system will then allow different groups of individuals to be targeted for different products/events you have available. Your contacts will also have the option to access data via the web to view your products/events and also review your staff's skills profile in the form of on-line CVs.

Work for this Session

15 min
Formation of your own business teams (no more than 5) think of a company name!
Allocation of assessment schedule
Creation of eGrid for each team member
Perform a brief SWOT analysis of your team members (Strengths, weaknesses, opportunities and threats)

15 min "Wouldn't it be cool if...."
Write a list of enhancements to the Project Bank specification above. These will include such things as reporting requirements and the different functions needed for front end and back end. How will the back end differ to the front end of the system? What hardware/software requirements might it have?
Think about the limitations of the specification and devise additional detail where this is missing.

45 min
As a lab group a single document is to be produced by your tutor distilling the extensions to the Project Bank. This document will be made available on the web site and provide important ideas for the assignment.

Deliverables Week 1
By the end of week one you need to submit your Team Business Pack to FOTAC this will be assessed as part of Assignment 1b
A coursework cover page
A list of team members including your company name
A brief SWOT analysis for your team
A CV for each team member