

Proposed Application Profile

NAME:	
DATE COMPLETED:	
COMPLETED BY:	
APPLICATION TITLE:	

Tell us as much as you can about the application you would like us to create for you. We'll use this information to give you a reasonable estimate of the time required to complete the project (and a preliminary estimate of cost). Please respond to every question; indicate "N/A" if the question is not applicable to your situation. If you have any questions, please contact us at 425-697-5819 or email us at ghepworth@gpcdata.com. If you have Adobe Acrobat, you can complete this form on-line and click here to email it to us directly. If you only have Acrobat Reader, first save the completed form to your local hard drive, and then send it to us as an email attachment. You may also print the form and complete it on paper. Please return the completed form on disk, CD or paper to Grover Park Consulting, 21922 48th Ave W, Mountlake Terrace, WA 98043. Save a copy for your use.

Privacy Statement: During the planning, design and development of a software application for your business, you may reveal to Grover Park Consulting sensitive or confidential information about your business. This information is not shared with third parties in any way without your explicit permission.

ITEM	RESPONSE
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Tell us about your Business	
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1.	Contact information (your business name, address, main phone number, email).	
2.	Your Lead Person(s) for this project – name, address, phone, fax, email, hours available.	
3.	Other Project Contact(s) – name, address, phone, fax, email, and hours available (list all non-lead people who will be involved, regardless of extent, including users, testers, former system designers, and I.S. people involved).	

Tell us about your Project	
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4.	If this application solves one major business problem for you, what is that problem? Please be specific.	
5.	Your working title for the application.	

GPC: Building Smart Tools for Smart Businesses

6.	Summary description of what you want the system to do.	
7.	In what version of MS Access® do you want the application created?*	
8.	How many people will use it? Will multiple users need simultaneous access to the application? If so, what do you expect the peak load to be?	
9.	Do you plan to distribute the application to different departments in your organization? Do you plan to distribute it other organizations? If yes, for a fee, or free ? If so, who would those groups be?	
10.	How much calculating do you expect the system to perform? (Calculations include things like pricing sales with sales tax, counting units sold or processed, etc.) Please rate as <i>light</i> , <i>medium</i> , or <i>extensive</i> and briefly describe the calculations required.	
11.	Three major factors govern creation of any application – speed, quality, and cost . The general rule of application development is that only two out of those three are possible. Please rank the factors most important to you for <i>this</i> application.	
12.	When do you want the project to start ?	
13.	When do you want the project to end ? What is the firm “ <i>must complete by</i> ” date?	
14.	Keeping in mind that a custom solution costs more than a shrink-wrapped one, do you have a maximum amount budgeted for this application? If so, what is that amount?	
15.	Do you have a preliminary assumption of how many hours it will take to complete design, development, installation, and training? If yes, what is that total?	
16.	Who will modify and maintain the application in production at your location? If you plan to have an internal person do this, who is that person, how may we contact them, and what is the extent of their experience?	

* If you prefer a different development platform, please provide the information requested in the rest of this document as it will be required for any solution selected. Tell us about your preferred platform.

Tell us about your Legacy System (if any)

17.	Will this system replace a legacy computer-based system ? If yes, please describe it.	
18.	If yes, will you move data from that system into the new system? If yes, will you move it by automated or manual entry means?	
19.	On what hardware and operating system does the legacy system reside?	
20.	Please rate it as an extensive or simple application.	
21.	In what language or software program (and what version) is it implemented?	
22.	Is the legacy still supported by the vendor ?	
23.	How many records of information are in the legacy system?	
24.	Does technical (programmer) coding documentation exist for the legacy system? If yes, we'll need a copy for data transfer.	

Tell us about your Software, Network, and Hardware

25.	Do all users have a licensed copy of MS Access ® installed on their workstations? Do they all have the correct version? Would you consider an Access® Runtime version for some workstations?	
26.	Will you install this application in a network environment ? Do you have any network server restrictions regarding large amounts of data, either for storage or transfer ?	
27.	If multiple users access this application, will they share data through the network , or will you want to distribute separate copies of data files ? Please list each additional location, the contact person, and their phone number.	
28.	If you plan to distribute separate data file copies to remote users, will you expect to combine the separate copies of data periodically?	
29.	What are the smallest and largest monitor sizes in use by your users (14", 15", 17", 21", etc.)?	

30.	What are the slowest and fastest CPUs in use by your users?	
31.	What are the lowest and highest screen resolutions in use by your users (VGA/600x480, SVGA/1040x768, etc.)? Is there a standard resolution for users in your environment?	
Tell us about your External Systems		
32.	Will the system need to link to and use data from an external data source (such as a file server database program – Oracle, etc.)? If yes, please describe it.	
33.	How many sources are there?	
34.	Where is data located now?	
35.	Do access rights exist now?	
36.	Is a data dictionary of tables, views and fields available for that system?	
37.	What is the software program used by that source?	
38.	How do we communicate with that data's manager?	
39.	Will the new system need to provide data to, or share with , another system (such as a file server database program – Oracle, etc.)? If yes:	
40.	How many external consumers are there?	
41.	Where are other systems located ?	
42.	Do access rights exist now?	
43.	Is a data dictionary of tables, views and fields available for that system?	
44.	What is the software program used by that consumer?	
45.	How do we communicate with that system's manager?	
46.	Will you want/need to export data to another desktop software program such as <i>Word</i> or <i>Excel</i> ? If yes:	
47.	What software, including version , will you use?	
48.	Will data be used in mail merge processes? If yes, how extensive and frequent will this be?	

Tell us about Other Considerations

49.	<p>Do you wish to keep a transaction history (e.g. do you need to make year-to-year comparative reports or provide customer contact/purchase history)?</p> <p>If you wish to keep a transaction history please specify the types of information you want to include.</p> <p><i>Examples of transaction histories:</i> <i>Non-profit groups keep a history of contributor donations.</i> <i>Social clubs keep a history of positions occupied by members.</i> <i>Periodicals keep a history of all submissions from potential authors.</i> <i>Businesses record all people to whom they mailed a specific advertising piece.</i></p>	
50.	<p>Does your organization have any multi-level hierarchies the application will need to account for? If yes, describe as well as you can the levels and how they relate.</p>	

Tell us about your Training Requirements

51.	<p>Do you want GPC to provide training materials and user training on the new system?</p> <p>If yes, approximately how many people will you train? Where will training take place?</p>	
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Tell us about your Security Requirements

52.	<p>How do you want access rights set up for this application?</p> <p><i>Many organizations establish at least three levels of authority or access:</i></p> <p>Read or View only: Authority only to read or view records.</p> <p>Data entry: Authority to add, change or delete records.</p> <p>Administrators: Authority to add, change or delete records; grant access to other users; change other options available within the application.</p>	
53.	<p>Do you want any kind of security (such as basic password controlled access)?</p>	