

Plan Your Database in 12 Steps



A carefully prepared plan is critical to the success of any database development project. Use this checklist to help you identify your requirements and develop a comprehensive project plan.

[Contact Row Consulting today](#) to prepare detailed plans and specifications for your project or to assist you with the planning process.

✓ Checklist

- Create your project team. Include all stakeholders and appoint a project lead. Assemble your team and complete this checklist.
- What is the objective of the database? Briefly describe the needs that the database will fulfill. Include a brief description of the data, users, major requirements, budget, time limit, and future needs.
- Will this database replace an existing database or other sources such as spreadsheets, documents, etc.?
- Make a detailed list of all of the data that needs to be stored in the database. Organize the list into logical groups.
- How will information be entered and updated in the database? (Manual entry, electronic data transfer, barcode scanner, data imports, electronic sensors, etc.)
- Identify and detail your output needs. (Reports, charts, web pages, spreadsheets, labels, barcodes etc.) Document special analyses or computations that are needed.
- Identify all users of the database. How will each person use the database? Are all users in one office or in multiple locations?
- What data needs to be secured due to business, industry, or government requirements? How must it be protected?
- Identify any other requirements that have not already been listed.
- Choose a database management system based on your requirements. (Microsoft Access, SQL Server, etc.)
- Is your existing computer system sufficient for the proposed database? (Performance, hardware, software, security, etc.) Does anything need to be upgraded?
- Who will develop the database? If the project is going to be outsourced, then send the planning information that you documented to selected consultants for quotes.

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