

DATABASE REQUIREMENTS ANALYSIS

Please take the time to complete this form, detailing your requirements for your database. If you don't know the answer, or are not sure at this stage, just mark the question as N/A, or give your best estimate. Use additional sheets of paper if you require more space.

This information will help us to better gauge your requirements, and may also help you to crystallise in your own mind exactly what you require from any new system.

DETAILS ABOUT YOU

Your name	
Your organisation / company	
Your contact phone number	
Your email address	

OVERVIEW OF THE NEW SYSTEM / DATABASE

What is the purpose of the new system, in a nutshell?

List the specific tasks that you would like this database to help with / automate

Is there any other information, not mentioned above, that you'd like the new database to hold for you?

Yes / No

If yes, please provide details

Is this system replacing an existing database of some kind?

Yes / No

If yes, what are the weaknesses of the current system that you would like to see improved?

And are there existing features that you would like to see preserved in the new system?

ON-SCREEN INFORMATION

What are the main “information entry” screens that you envisage needing?

Do any of these screens replace (or work alongside) paper-based forms used by you or other people?

Yes / No

What would you like to be able to search for / search by in the new database?

REPORTING

What on-screen reports / analysis would you like to have in the new database?

And what paper-based reports would you like to have?

OTHER INFORMATION

How many people will need to use the new database	In total?
	Simultaneously?
Will these users need differing permissions levels (eg some users can only see information, while others can edit information?)	Yes / No
If yes, please provide as much detail as possible	
Does the database hold information for which security is of paramount importance?	Yes / No
If yes, please provide details of this requirement	

Does the system need to import data from any other sources, such as other databases, Excel files, text files, XML etc	Yes / No
If yes, please provide details	
Would you like the new system to export data in any way? Tick all those which are required	<ul style="list-style-type: none"> To Excel To text files (eg CSV) To Outlook (as emails) To Outlook (as calendar appointments) To XML To other (please specify)
Is there any other information which you feel may be relevant or helpful?	

Thank you for your time in completing this form.