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Developing a Project Management Database using Microsoft Access

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Blinn College

Brenham, TX

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The Request

Tuesday February 27, 1996

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Our Customers

Requests can be received the following sources:

- Internal customers (Blinn administrators, faculty or staff)
- Open Records Requests from external customers
- State mandated requests (IPEDS, The Coordinating Board, etc.)
- Ad hoc requests

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How requests are received

- Phone
- Email
- Online Data Request form

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Types of Requests

- General information – enrollment, student demographics,
- Surveys – student/employee satisfaction, facilities usage, food services
- Student Perception of Instruction – course evaluation
- Report requests – lists/tables based on specific criteria

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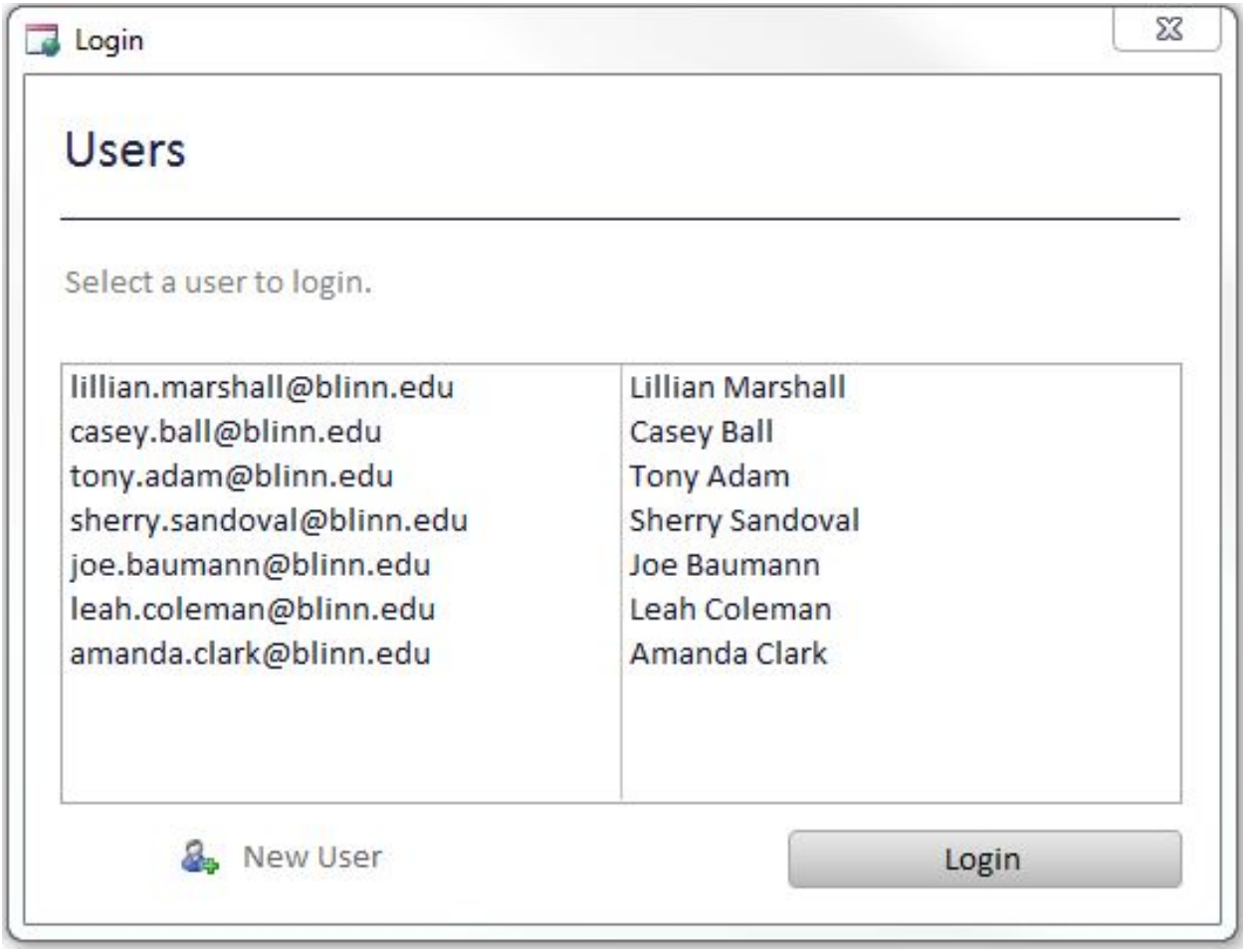

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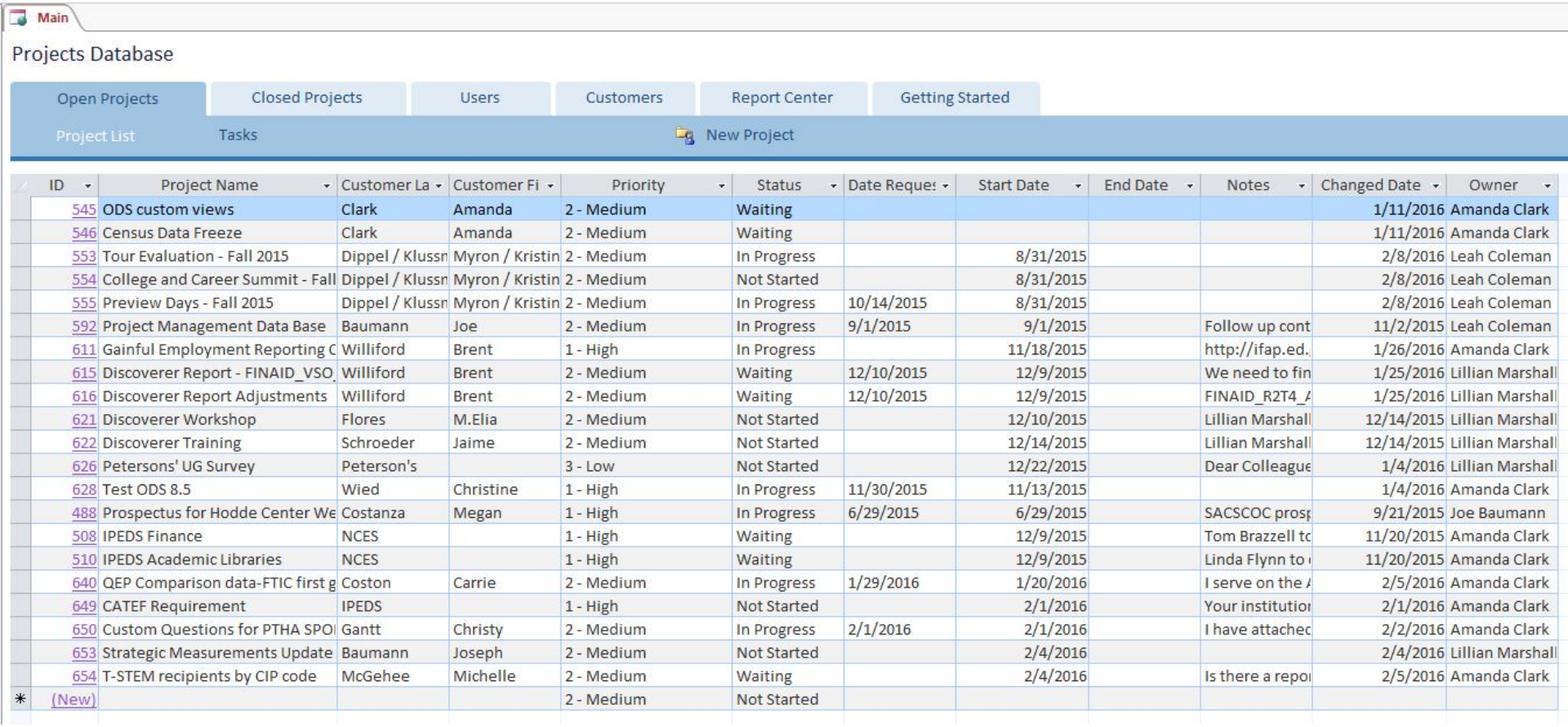

ID	Project Name	Customer La	Customer Fi	Priority	Status	Date Reque:	Start Date	End Date	Notes	Changed Date	Owner
545	ODS custom views	Clark	Amanda	2 - Medium	Waiting					1/11/2016	Amanda Clark
546	Census Data Freeze	Clark	Amanda	2 - Medium	Waiting					1/11/2016	Amanda Clark
553	Tour Evaluation - Fall 2015	Dippel / Klussn	Myron / Kristin	2 - Medium	In Progress		8/31/2015			2/8/2016	Leah Coleman
554	College and Career Summit - Fall	Dippel / Klussn	Myron / Kristin	2 - Medium	Not Started		8/31/2015			2/8/2016	Leah Coleman
555	Preview Days - Fall 2015	Dippel / Klussn	Myron / Kristin	2 - Medium	In Progress	10/14/2015	8/31/2015			2/8/2016	Leah Coleman
592	Project Management Data Base	Baumann	Joe	2 - Medium	In Progress	9/1/2015	9/1/2015		Follow up cont	11/2/2015	Leah Coleman
611	Gainful Employment Reporting C	Williford	Brent	1 - High	In Progress		11/18/2015		http://ifap.ed.	1/26/2016	Amanda Clark
615	Discoverer Report - FINAID_VSO_	Williford	Brent	2 - Medium	Waiting	12/10/2015	12/9/2015		We need to fin	1/25/2016	Lillian Marshall
616	Discoverer Report Adjustments	Williford	Brent	2 - Medium	Waiting	12/10/2015	12/9/2015		FINAID_R2T4_A	1/25/2016	Lillian Marshall
621	Discoverer Workshop	Flores	M.Elia	2 - Medium	Not Started		12/10/2015		Lillian Marshall	12/14/2015	Lillian Marshall
622	Discoverer Training	Schroeder	Jaime	2 - Medium	Not Started		12/14/2015		Lillian Marshall	12/14/2015	Lillian Marshall
626	Petersons' UG Survey	Peterson's		3 - Low	Not Started		12/22/2015		Dear Colleague	1/4/2016	Lillian Marshall
628	Test ODS 8.5	Wied	Christine	1 - High	In Progress	11/30/2015	11/13/2015			1/4/2016	Amanda Clark
488	Prospectus for Hodde Center We	Costanza	Megan	1 - High	In Progress	6/29/2015	6/29/2015		SACSCOC prosp	9/21/2015	Joe Baumann
508	IPEDS Finance	NCES		1 - High	Waiting		12/9/2015		Tom Brazzell to	11/20/2015	Amanda Clark
510	IPEDS Academic Libraries	NCES		1 - High	Waiting		12/9/2015		Linda Flynn to	11/20/2015	Amanda Clark
640	QEP Comparison data-FTIC first g	Coston	Carrie	2 - Medium	In Progress	1/29/2016	1/20/2016		I serve on the A	2/5/2016	Amanda Clark
649	CATEF Requirement	IPEDS		1 - High	Not Started		2/1/2016		Your institutior	2/1/2016	Amanda Clark
650	Custom Questions for PTHA SPOI	Gantt	Christy	2 - Medium	In Progress	2/1/2016	2/1/2016		I have attachec	2/2/2016	Amanda Clark
653	Strategic Measurements Update	Baumann	Joseph	2 - Medium	Not Started		2/4/2016			2/4/2016	Lillian Marshall
654	T-STEM recipients by CIP code	McGehee	Michelle	2 - Medium	Waiting		2/4/2016		Is there a repor	2/5/2016	Amanda Clark
(New)				2 - Medium	Not Started						

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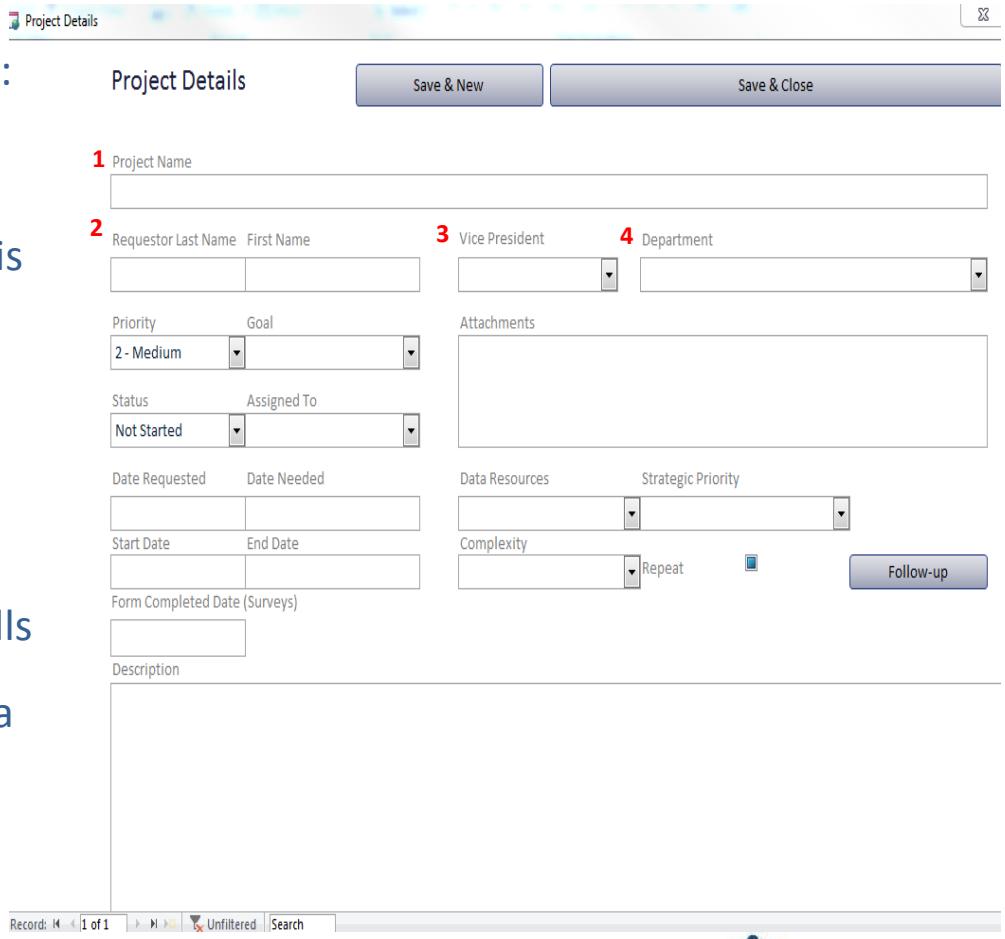
1. Project Name -Title of the project. e.g: Student Survey Request, Financial Aid Discoverer Report, etc. This is a free-form field.
2. Requestor Last name, First name – This is a free-form field.
3. Vice President - this table consists of choices based on the organizational chart. This is a drop down list that cannot be modified.
4. Department - based on which vice president is chosen, this field will populate with the department that falls under the vice president. This field cannot be modified but does contain a 'blank' field if the vice president is the person making the request.



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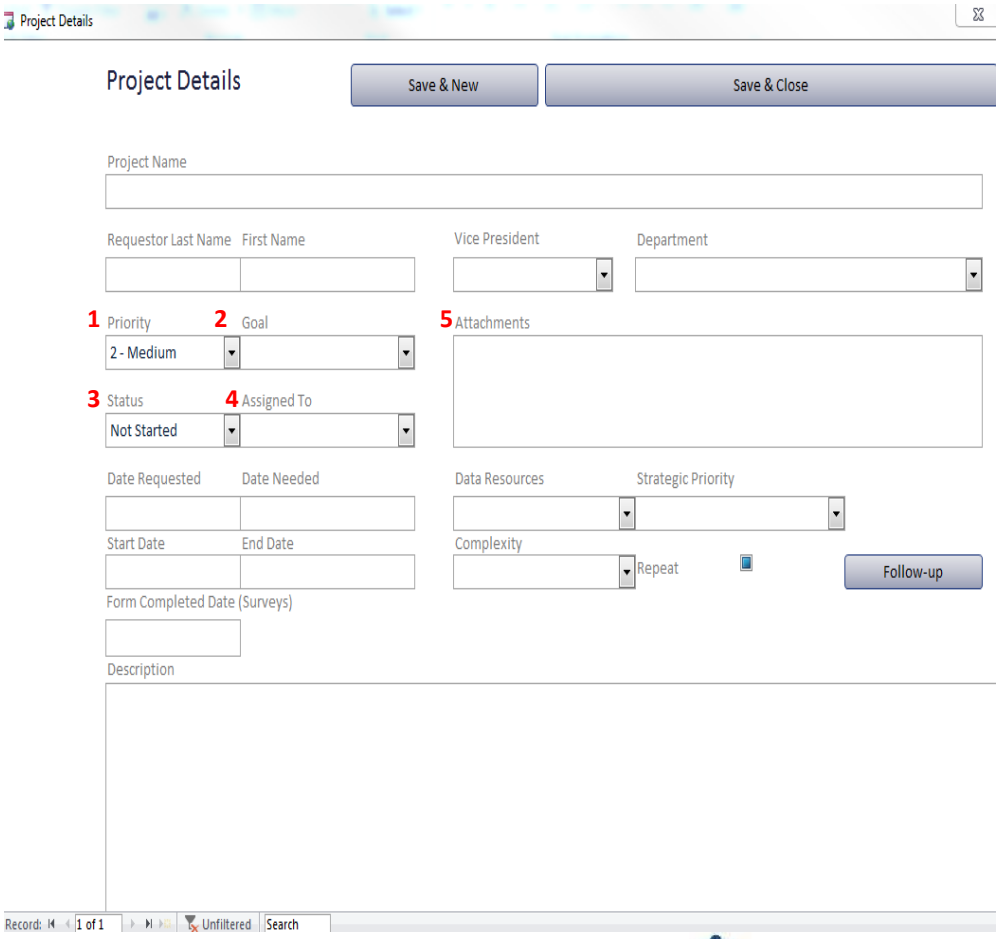
1. Priority - Low, Medium, High
2. Goal - Internal Report, External Report, Program Review, Continuous Improvement, Planning.
3. Status - Not Started, In Progress, Completed, Dropped, Waiting.
4. Assigned To - limited to staff members of Institutional Effectiveness and Enrollment Management.
5. Attachments - click the paperclip to attach a pdf, jpg, etc. to the project.



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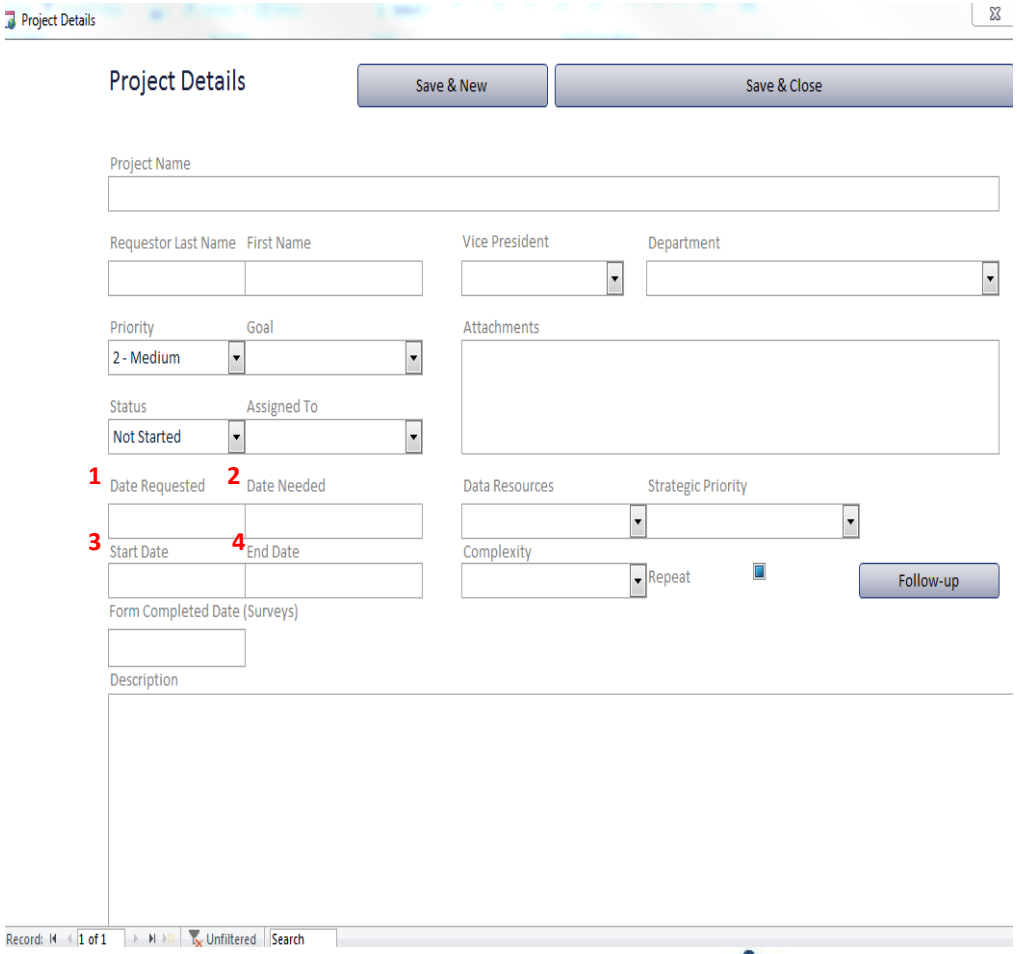
1. Date Requested - this is the date the requestor contacted you.
2. Date Needed - this is the date specified by the requestor.
3. Start Date - date the project is started.
4. End Date - date the project is ended.



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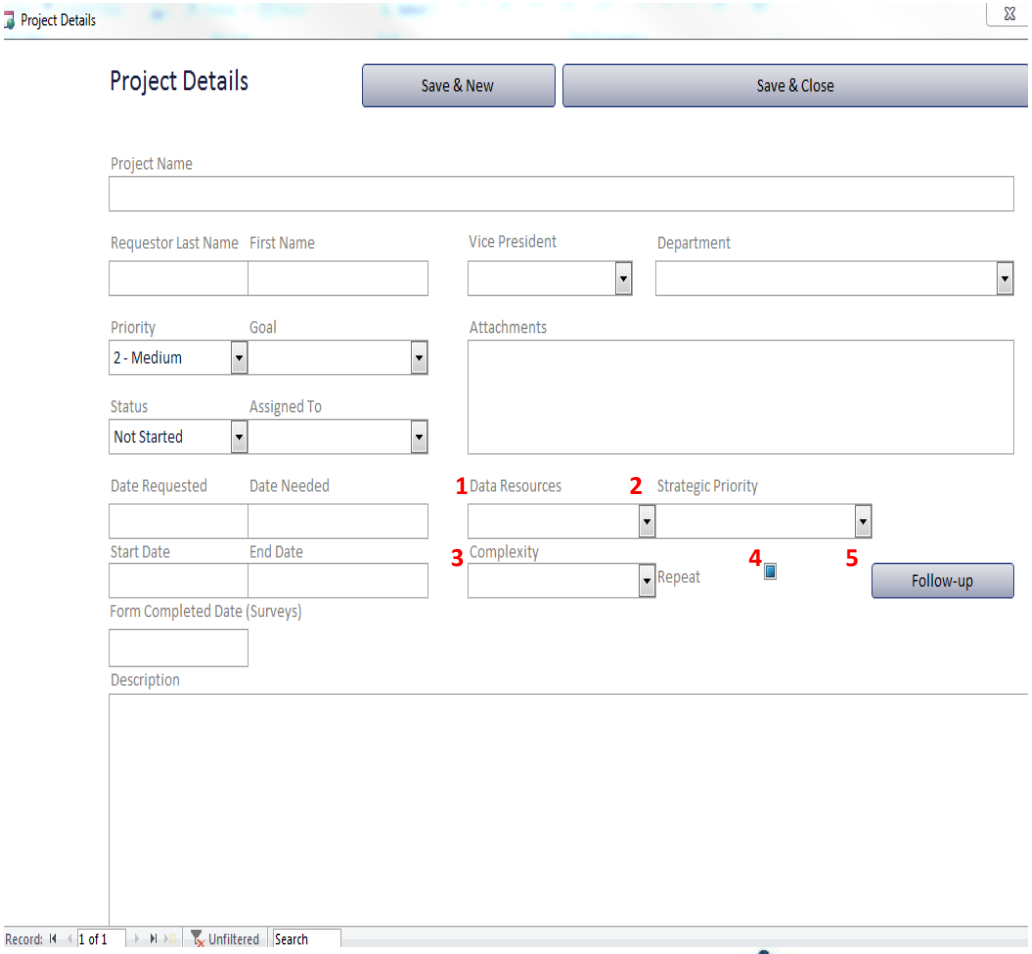
1. Data Resources - tools that will be used to fulfill the request.
2. Strategic Priority - if request falls into one of the four strategic planning categories, select it here. If not, leave blank.
3. Complexity - Routine, Medium, High
4. Repeat - check this box if this project is one that will be repeated.
5. Follow-up – clicking this button opens the follow-up form which is filled out when the requestor is contacted once the project has been completed (see below).



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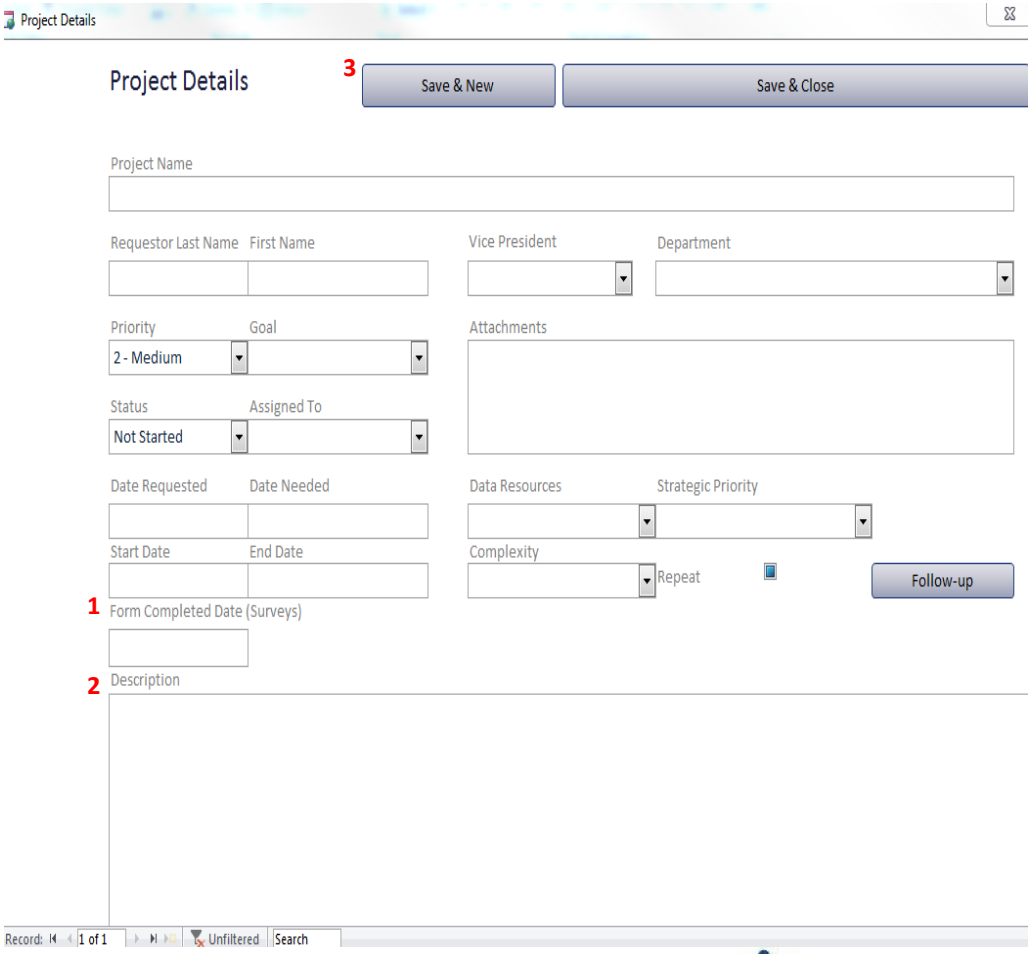
1. Form completed date – for survey use only. This is the date the survey questionnaire is completed.
2. Description - narrative of the information that the requestor is seeking.
3. Save & New vs. Save & Close - if entering multiple projects, click Save & New; otherwise, click Save & Close.



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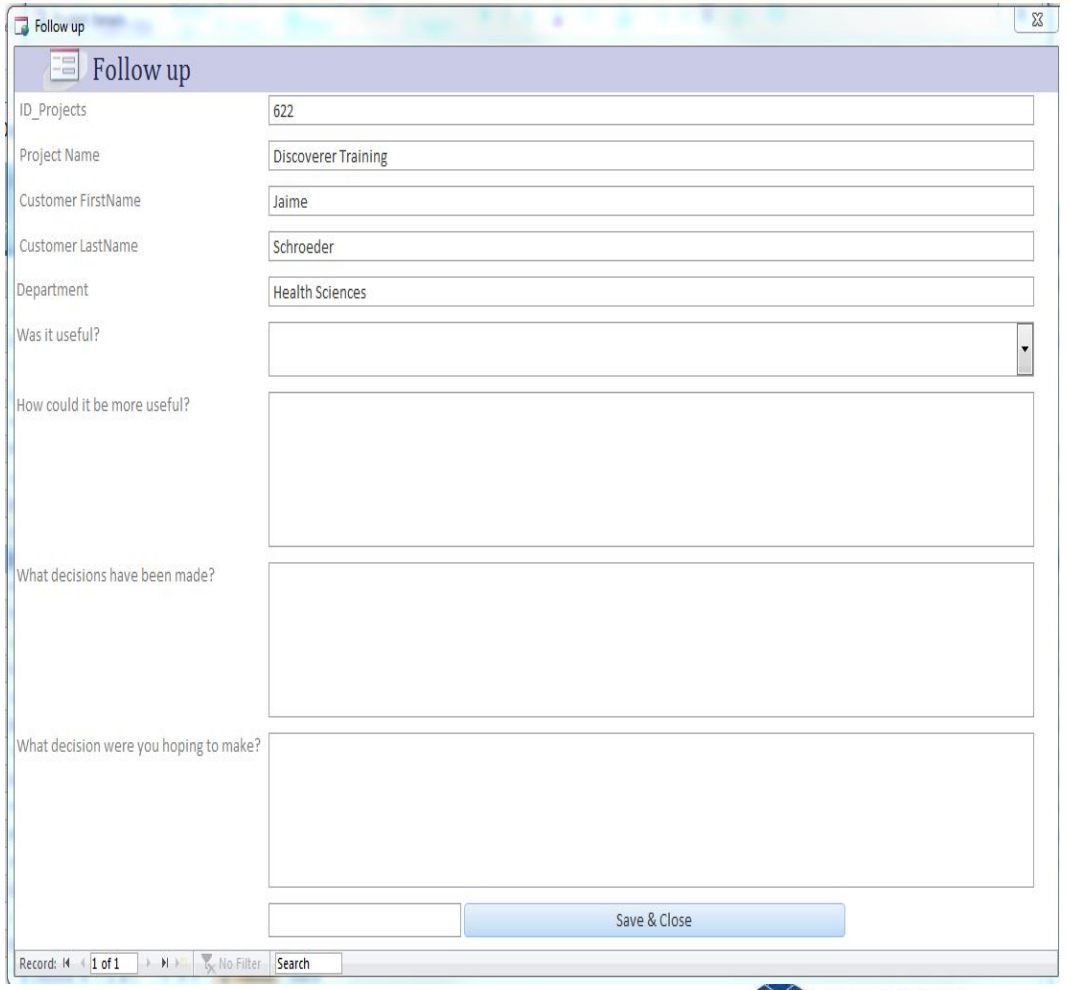
1. Based on the project selected, the first four fields of this form will be automatically populated.
2. Was it useful? – Very useful, somewhat useful, not very useful, not useful at all.
3. How could it be more useful? – free-form field.
4. What decisions have been made? - free-form field.
5. What decisions were you hoping to make? - free-form field.



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How the PMDB helps our office

- Recurring projects
- Easily track from whom requests are received
- Work distribution
- Centralized location
- Demonstrates productivity to administration
- Weekly updates at staff meeting
- We can tie requests to the strategic plan of the College.

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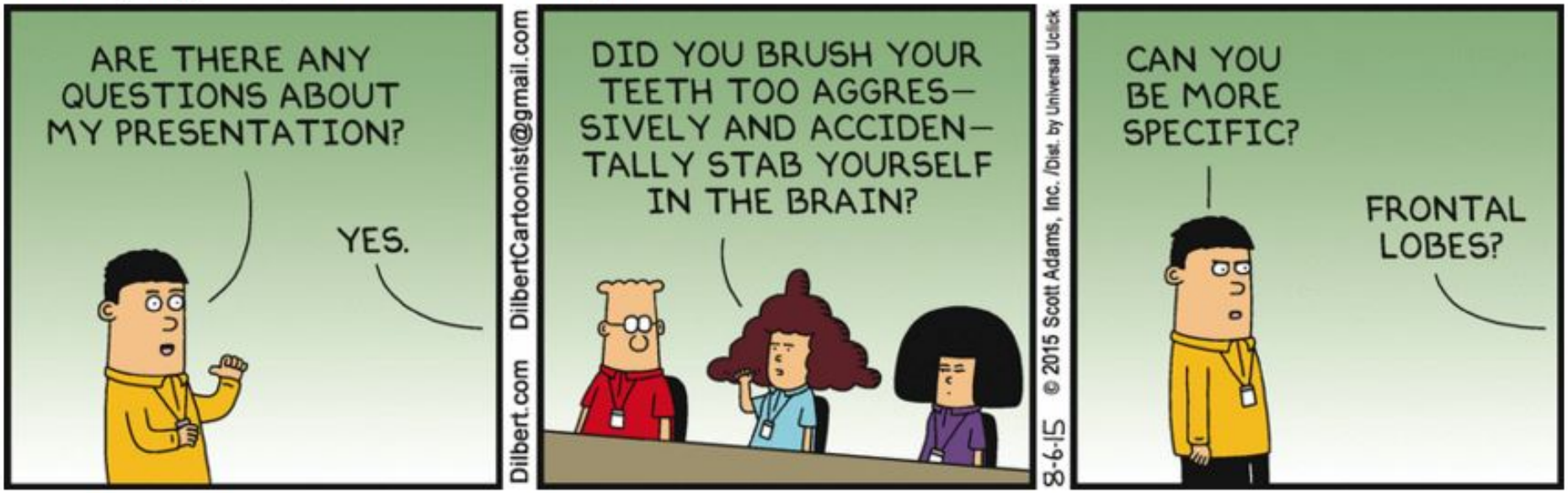
Thursday August 06, 2015 *Teeth Brushing Accident*



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Questions

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Contact Info:

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