Tech Monger Sample Job Specification

Client:	Lisa Keddie, Kedcom
Developer:	Mark Allen, Tech Monger
Brief:	To create a series of databases that will facilitate booking, management and invoicing for several comedy acts to many promoters and venues.
Overview:	To create a comprehensive database system for comedy booking, we will need a number of different relational databases, each linking together and allowing lookup access to one another. The databases required are: 1. Customers 2. Acts 3. Bookings 4. Invoices A more detailed outline of each of these databases follows, but broadly they will be used to store information about each of the acts on Kedcom's books and to enable users to register the acts to date-specific bookings attributed to a customer record. On completion of a booking, users will be prompted to invoice the customer and will be able to do so from the invoices database. A booking will therefore be traceable from initial contact with the customer, through to completion of the booking, invoicing the customer and allocating the payment to the invoice when payment is received.
Time scale:	It is initially envisaged that to set up 4 databases to the level of functionality specified within this document will take approximately 50 hours. This may change depending on any additional functionality that is deemed necessary. The estimated final delivery date for this project, dependent on sign-off, is 25th November 2010.

Overview of Database Functionality

A simple database menu system will be devised to allow easy navigation between the databases and to provide a shortcut to commonly used procedures. The functionality of each of the databases is as follows:

1. Customer database

This will be used to store any customer details (existing customers or potential customers). Although these contacts may take several different forms – media, festival or promoters for example – they will all be stored in one database and will be classifiable within that by a simple check-box to enable subsets of these customers to be found easily.

Information to be stored:

- customer contact details
- type of customer
- notes

Information to be looked up:

- any outstanding invoices

2. Act database

This is a database containing contact information and notes for all Kedcom acts.

Information to be stored:

- act contact details
- notes

3. Booking database

This contains the details of any booking (gig, performance or tv/radio work) registered to a Kedcom act. Each booking will be allocated to a specific booker (from the customers database), allowing a fully comprehensive flow of information.

Each booking record will be date-specific and it will be possible to list all forthcoming gigs for any act at the click of a button.

Information to be stored:

- date of the gig
- type of booking (MC, opener, middle-spot, headliner, tv, radio, solo-show etc)
- fee agreed
- method of payment agreed
- cancelled by booker?
- cancelled by agent/act?
- whether it should not be invoiced (for whatever reason)
- notes applicable to the booking

Invoices will be initiated from this database on completion of the booking. A reminder will appear to prompt the invoicing procedure.

4. Invoice database

This is where all invoices for bookings will be created, emailed to the booker and stored.

Information to be stored:

- copies of all invoices
- invoice payment details
- notes field

This database will provide the option to find a list of outstanding debtors and to print or email reminders to them. A summary of monthly and yearly income, commission and VAT can also be viewed at the click of a button.

Pricing quote*

It is envisaged that in order to fulfil the work as specified in this brief, it will take approximately 50 hours of work. Although the time allocated to the development of these databases may vary depending on any additional functionality that is requested at a later date, the quote below is estimated according to 50 hours work.

Hourly rate	No of hours	Subtotal	Total
£X	50	£X	**£X**

*Please note that for reasons of confidentiality, the cost of this pricing quote has been removed.

Payment structure

As explained in the terms and conditions at the end of this document, it would be preferable to tackle this project in distinct phases, and to spread payment for the work across these phases. This allows for any readjustment and/or re-evaluation of the project to be made along the way if necessary.

Phase	Description	Estimated delivery date
Phase one:	**Initial sign-off** Once the attached job specification document has been approved, I would ask for an initial £X up front to commence the work.	11/10/2010
Phase two:	**Delivery sign-off** Customers, acts, bookings and invoices databases all delivered. £X payable on sign-off.	25/10/2010
Phase four:	**Final sign-off** Approximately 1 month after the sign-off of phase two after the databases have been extensively used. Any existing problems resolved and final amendments to be made until both parties are happy that the job specification brief has been fulfilled. £X payable on final sign-off.	25/11/2010