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Scenario

Imagine that you are a database administrator for SNHU Car Parts and Accessories. Currently, the organization has a relational database running on Microsoft SQL Server. The company sells car parts and accessories out of its Manchester, NH, location and through its online e-commerce website, and is thinking about expanding to other areas of the country.

You have recently been promoted to senior database administrator and have been tasked with two projects. Knowing that the business is planning on growing and expanding, you have been asked by the information technology (IT) director to:

Milestone Three: Job Aid, Part I

In **Module Four**, you will submit a two- to three-page paper that provides an introduction for a new employee in the organization. Specifically, you should:

- Communicate the properties of the database
- Identify peak hours
- Identify software used for backup

This milestone will be graded with the Milestone Three Rubric.

The **first option** is a written job aid that contains screenshots to illustrate the processes/tasks and written explanations to highlight the purpose, importance, and steps necessary for successful completion in alignment with the company's needs and standards. In assembling the job aid, you should provide written instructions to facilitate understanding of each process and a table of contents to make finding each appropriate process easier.

Create a detailed job aid to help train the new database administrators that your company will hire. You will be working your way through the following tasks to create process documentation that new hires can use.

Specifically, you should address the following critical elements:

- Communicate the properties of the database
- Identify peak hours
- Identify software used for backup

Guidelines for Submission: The job aid should be two to three pages in length.

Instructor Feedback: This activity uses an integrated rubric in Blackboard. Students can view instructor feedback in the Grade Center. For more information, review [these instructions](#).

Critical Elements	Proficient (100%)	Needs Improvement (75%)	Not Evident (0%)	Value
Introduction: Properties	Accurately communicates and visualizes the properties of the database	Communicates and visualizes the properties of the database, but with gaps in accuracy	Does not communicate and visualize the properties of the database	30
Introduction: Peak Hours	Accurately identifies the peak hours, how they were determined, why it matters, and what to do if peak hours change	Identifies the peak hours, how they were determined, why it matters, and what to do if peak hours change, but with gaps in accuracy or detail	Does not identify the peak hours, how they were determined, why it matters, and what to do if peak hours change	30
Introduction: Backup Software	Accurately identifies the software used for backup and communicates the relevance and reasoning	Identifies the software used for backup and communicates the relevance and reasoning, but with gaps in accuracy or detail	Does not identify the software used for backup and communicate the relevance and reasoning	30
Articulation of Response	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	10
Earned Total				100%



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