**Initial Investigation**

The first step in initial investigation is clarifying and strengthening the analyst's background about the organization. After studying the existing system one can gather information. One should know what information to be gathered, where and checked for completeness and accuracy. Analyzing the data involves identification of the system and interrelationships and identifying the strength and weakness of the system.

Major activities involved in the system analysis are fact finding and fact analysis. An analyst can collect data from two principal sources: written documents and personnel who are knowledgeable about or involved in the operation of the system under study.

Fact finding technique,which is the most appropriate one, includes four techniques

* Data collection
* Questionnaires
* Personnel interviews
* Onsite-Observation

**Data Collection**

The data has been collected and organized from the documents such as records,reports from the project manager, then collected the details of the present system. The recent information is collected through personal interviews and by direct observation.

**Questionnaires**

Questionnaires are an important and effective type of correspondence. This method is effective to obtain information from a large number of peoples, particularly if they are widely scattered or in remote locations. It is also possible to ask to the manager about their requirements. Questionnaires should be brief in order to increase the promptness and probability of response. Questionnaires can also be used to solicit responses to specific questions from individuals.

**Personnel interview**

It is one of the most fruitful methods of obtaining information.Personal interviews has been conducted with the manager and also collected all the details related to the project.

**Onsite -observation**

The datas has been collected by observing the operations of the existing system and analyzed what are all the changes to be made to the existing system and formulated questions and drawn conclusions on the basis of observations.