ppt-6

Q. Define project planning. Write project management activities.
Ans: **Project planning:** Project planning involves defining clear, discrete activities and the work needed to complete each activity.
Project management activities are:

- Describing project scope, alternatives and feasibility.
- Divide the project into manageable tasks.
- Estimating resource and creating resource plan.
- Develop a preliminary schedule.
- Determine project standards and procedures.
- Identifying and assessing risks.
- Creating preliminary budget.
- Setting a baseline project plan.

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Q. Write down the necessity of project planning.
Ans: Project planning or planning information systems in business have become increasingly important.

- First, information is now recognized as a vital resource and must be managed. It is equal in importance to cash physical facilities and personnel.
- Second, more and more financial resources are committed to information systems. As computer systems are becoming integral to business operations, top management is paying more attention to their development.
- Third, there is a growing need for formal long – range planning with information systems that are complex, require months or years to build, use common data bases or have a greater competitive edge.

Q. Write down the dimensions of planning.
Ans: Planning of information system development can be viewed from two dimensions:

- **Time horizon dimension:** The time horizon dimension specifies whether it is short range, which is tantamount to the MIS yearly plan, medium term or long range.
- **Focus dimension:** The focus dimension tells whether the primary concern is strategic, managerial or operational.

Q. Describe strategic, managerial and operational MIS planning.
Ans:

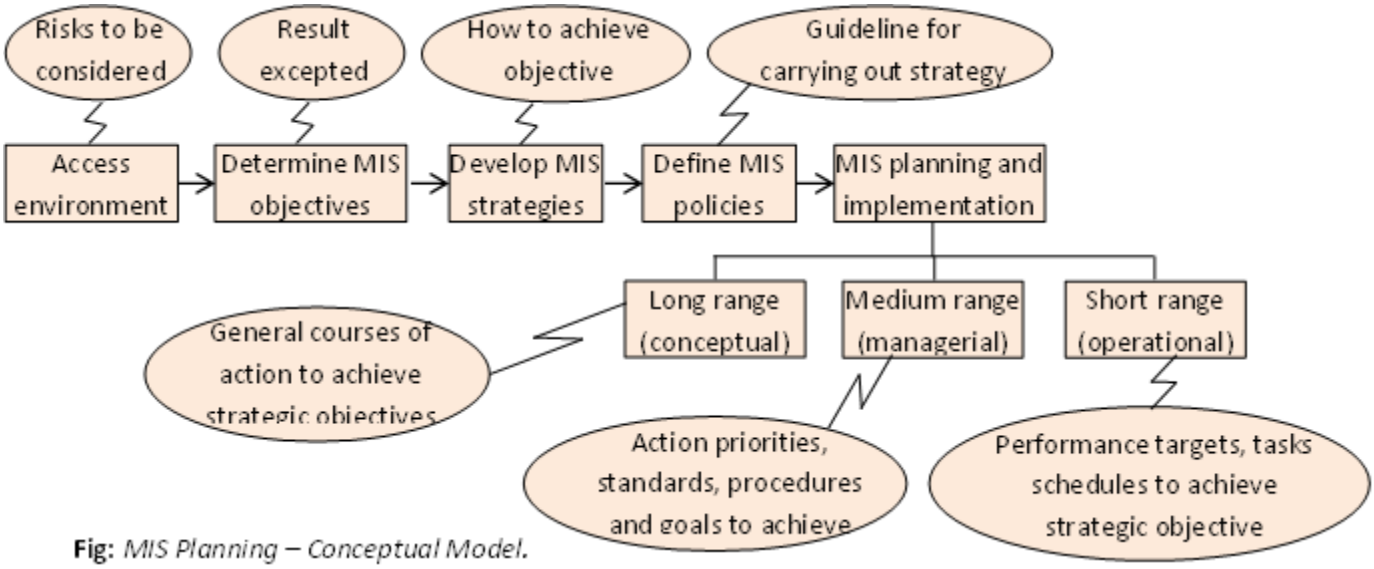

Fig: *MIS Planning – Conceptual Model.*

Strategic MIS planning: Strategic planning is an orderly approach that determines the basic objectives for the user to achieve, the strategies and policies needed to achieve the objectives and the tactical plans to implement the strategies. The first task in strategic planning is to set the MIS objectives and the result expected.

Once the MIS objectives are set, MIS policies are defined as a guideline to be used in carrying out strategy. MIS policies, in turn are translated into long range, medium range and short range plans for implementation.

Managerial and operational MIS plan: Managerial MIS planning integrates strategic with operational plans. It is a process in which specific functional plans are related to a specific number of years to show how strategies are to be carried out to achieve long range plans. The next step is to devise short range plans that spell out the day – to – day activities of the system.

Q. Write a top down approach to system planning.

Ans:

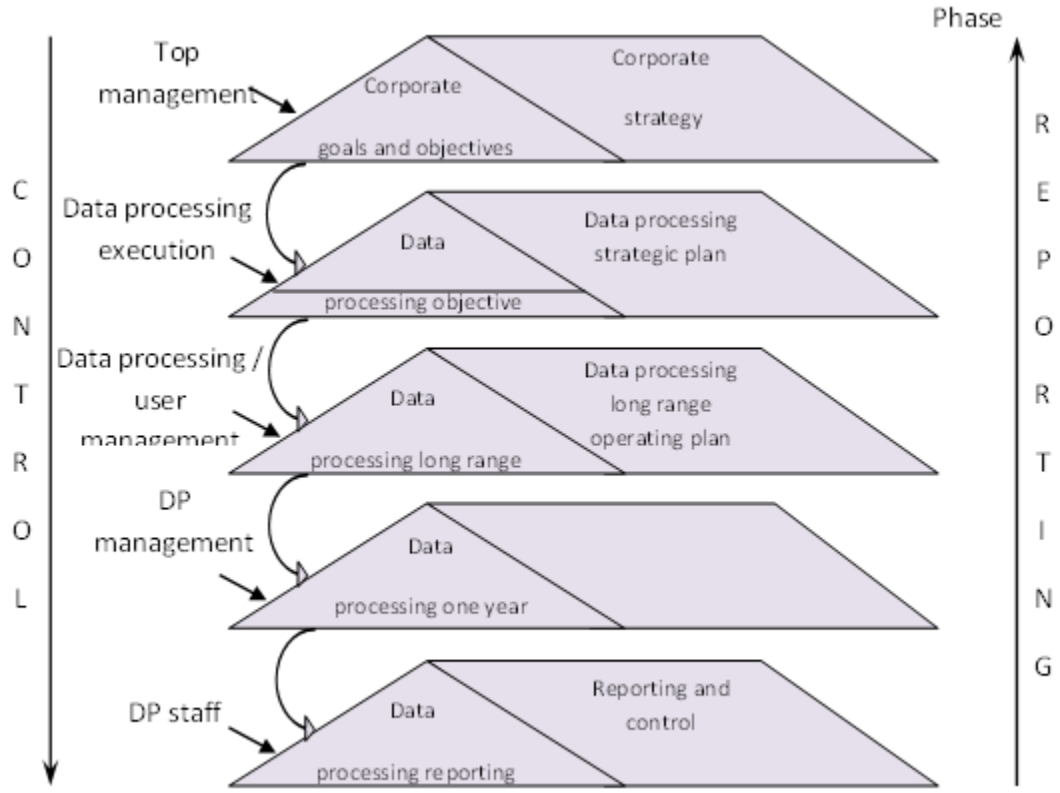

Fig: *A top down approach to system planning.*

Q. Why it is difficult to determine user requirements (mention the reasons)?

Ans: There are several reasons to determine difficulties of user requirements:

- System requirements change and user requirements must be modified to account for these change. clarity in the production
- The articulation of requirements is difficult, except for experienced users. Functions and processes are not easily described.
- Heavy user involvement and motivation are difficult. Reinforcement for their work is usually not realized until the implementation phase – too long to wait.
- The pattern of interaction between users and analysts in designing information requirements is complex.

Q. What important information does the user's request form provide? Why is it so important in the initial investigation? Explain in detail.

Ans: The user's request form provides the following:

- User – assigned title of work requested.
- Nature of work requested.
- Data request was submitted.
- Data job should be completed.
- Job objective – purpose of job requested.
- Expected benefits to be derived from proposed change.
- Input / output description – quantity of inputs and outputs of proposed change.
- Requester's signature, title, department and phone number.
- Signature, title, department and phone number of person approving the request.

The user request identifies the need for change and authorizes the initial investigation. It may undergo several modifications before it becomes a written commitment. Once the request is approved, the following activities are carried out: background investigation, fact finding and analysis, and presentation of results – called project proposal. The proposal, when approved, initiates a detailed user oriented specification of system performance and analysis of the feasibility of the candidate system.

Q. What is the difference between managerial and operational MIS planning? Discuss.

Ans: The difference between managerial and operational MIS planning is given bellow:

Managerial	***Operational***
1. It is long range plans.	1. It is short range plans.
2. It is used by mid management.	2. It is used by lower management.
3. It takes months rather than years.	3. It takes day to day activities.
4. sales analysis, cash flow projections and annual financial statement	4. Daily employee absence sheets, current stock available for scale.

Q. According to Scharer, user uses various strategies to define their information requirements. Explain three strategies.

Ans: According to Scharer there are three strategies to define user information requirements. These are –

- **Kitchen sink strategy:** In the Kitchen sink strategy the user throws everything into the requirement definition – overstatement of needs such as an overabundance of reports, exception processing and the like. This approach usually reflects the user's lack of experience in the area.
- **Smoking strategy:** The smoking strategy sets up a smoke screen by requesting several system features when only one or two are needed. The extra requests are used as bargaining power. This strategy usually reflects the users experience in knowing what he/she wants. Requests have to be reduced to one that is realistic, manageable and achievable.
- **Same thing strategy:** The same thing strategy indicates the user's laziness, lack of knowledge, or both. "Give me the same thing but in a better format through the computer" is a typical statement. Here the analyst has little chance of succeeding because only the user can fully discover the real needs and problems.

Q. What are the key strategies for determining information regarding the user's information?

Ans: There are three key strategies for determining information regarding the user's information –

- **Asking:** This strategy obtains information from users by simply asking them about the requirements. It assumes a stable system where users are well informed and can overcome biases in defining their problem. There are three key asking method –
  - **Questions:** Questions may be open – ended or closed. An open – ended question allows the respondent to formulate a response. It is used when feelings or opinions are important. In contrast, a closed question requests one answer from a specific set of responses. It is used when factual responses are known.
  - **Brainstorming:** Brainstorming is a technique used for generating new ideas and obtaining general information requirements. This method is appropriate for eliciting nonconventional solutions to problems. A guided approach to brainstorming asks each participant to define ideal solutions and then select the best feasible one. It works well for users who have system knowledge but have difficulty accepting new ideas.
  - **Group consensus:** Group consensus asks participants for their expectations regarding specific variables. In a Delphi inquiry, for example, each participant fills out a

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widely used inquiry method that cross-cuts many disciplines and applications

questionnaire. The results are summarized and given to participants along with a follow up questionnaire. Participants are invited to change their responses. The results are again summarized and feedback to the participants. This debate by questionnaire continues until participants responses have converged enough. This method has an advantage over brainstorming in that participants are not subjected to psychological pressure from others with presumed authority or influence.

- **Getting information from the existing information system:** Determining information from an existing application has been called the data analysis approach. It simply asks the user what information is currently received and what other information is required.

The data analysis method is ideal for making structured decisions, although it requires that users articulate their information requirements.
In the decision analysis method, information needs are clearly linked to decision and organizational objectives.

- **Prototyping:** The third strategy for determining user information requirements is used when the user cannot establish information needs accurately before the information system is built.

Therefore the iterative discovery approach captures an initial set of information requirements and builds a system to meet these requirements. As users gain experience in its use they request additional requirements or modifications in the system. In essence, information requirements are discovered by using the system. Prototyping is suitable in environments where it is difficult to formulate a concrete model for defining information requirements and where the information needs of the user are evolving, such as in DSS.

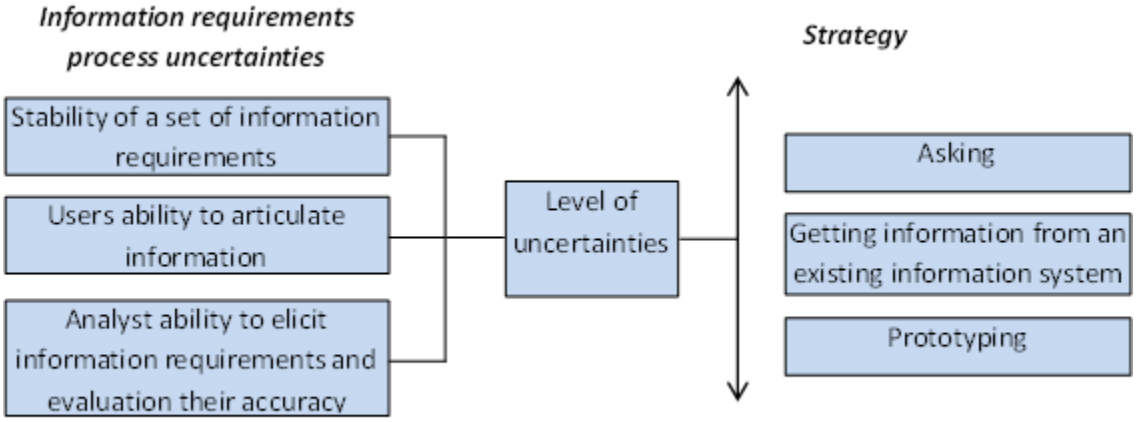

Fig: *Strategy for determining information requirements.*

Q. A question may be closed or opened. Illustrate the difference.
Ans: The difference between open-ended and closed question are given below:

Open – ended question	***Closed question***
1. An open – ended question allows the respondent to formulate a response.	**1.** A closed question requests are answer from a specific set of responses.
2. It is used when feelings or opinions are important.	**2.** It is used when factual responses are known. truthful

3. For example, "How do you evaluate the latest addition to your hardware?"	**3.** For example, "How long have you been manager of the computer?"

Q. Distinguish between Brainstorming and the Delphi method.

Ans: The difference between Brainstorming and Delphi method are given below:

Brainstorming	***Delphi method***
1. In this method new ideas are generate.	1. No new ideas are generate in this method.
2. It defines ideal solutions.	2. It cannot give ideal solution.
3. A guided approach asks each participant to give their response.	3. Participants are invited to change their response.
4. This method is appropriate for eliciting nonconventional solution. draw out	4. This method is not appropriate for eliciting nonconventional solution.

Q. Describe the data analysis method. How does it differ from the decision analysis method? Elaborate on the pros and cons of each method.

Ans: The data analysis method is ideal for making structured decisions, although it requires that users articulate their information requirements. A major drawback is a lack of established rules for obtaining and validating information needs that are not linked to organizational objectives.

In the decision analysis method, information needs are clearly linked to decision and organizational objectives. It is useful for unstructured decisions and information tailored to the user's decision – making style. The major drawback though is that information requirements may change when the user is promoted or replaced.

Q. What do you mean by fact analysis? Define several fact analysis tools.

Ans: Fact analysis: As data collected they must be organized and evaluated and conclusions drawn for preparing a report to the user for final review and approval. Many tools are used for data organization and analysis.

Several fact analysis tools are –

- **Input/output analysis:** Input/output analysis identifies the elements that are related to the input and outputs of a given system. Flow charts and data flow diagrams are excellent tools for input/output analysis.

  A systems flow chart that displays the relationships among the forms used in the existing billing system. An input/output analysis sheet describes the relationships among inputs, processing functions and outputs.

- **Decision tables:** Decision tables describe the data flow within a system. They are generally used as a supplement when complex decision logic cannot be represented clearly on a flowchart. When completed they are an easy to follow communication device between technical and nontechnical personnel. They are verbally oriented to managers, easy to learn and update and continue to function once the logic is developed.
- **Structure chart:** A structure chart is a working tool and an excellent way to keep track of the data collected for a system. There are several variations of a structure chart. Briefly, the analyst starts with a single input/processing/output (IPO) chart, locates the module associated with the IPO on the hierarchy chart, and identifies the data elements along the line linking the module to a higher level.

The end