



Lecture 10 – Choosing Software

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Objectives

- Issues in choosing software
- Introduce the assignment

- Today's practical
 - Advanced use of Powerpoint. Make sure you really understand the task, not just recognise the words!



Review

- **We have looked at –**
 - Operating Systems, File Systems, Printers
 - E-mail, Internet
 - Word Processing
 - Document Management
 - Presentation Packages
 - Spreadsheets
- **We will look at**
 - Databases
 - Other Packages
 - Package Customisation / VBA programming



Software Selection - In Theory

- **Software is chosen to meet a specific requirement**
- **There is an evaluation process**
- **A rational decision is made based on a variety of factors**
- **Processes and material are designed**
- **A trial is carried out**
- **There is a review and a final decision**



Software Selection - In Practice

- The software often comes with the PC
- Individuals use whatever they know
- Individual or group templates and practices appear
- Inconsistency and low productivity become endemic
- Management specify a bespoke system to bring order



Issues in Choosing Software

- We will look at some of the issues you will need to consider in your assignment
 - There may be others
- You will need to resolve these issues for the case study
 - Make a recommendation
 - Or suggest a process



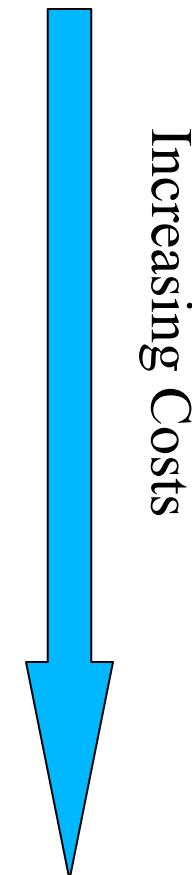
Costs

- **Purchase costs**
 - Individual / group licences
 - Some software is free
 - Modifications / custom development
- **Ongoing costs**
 - May be support & maintenance costs
- **Renewal costs**
 - Do you need to budget for new versions?



Choice of Software

- Individual Packages
- Software Suites
- Modified Packages
- Custom Developed Software





Choice of Hardware

- **Specification of PCs**
 - Size & type of screen
- **Type & location of printers**
 - Volume vs. quality
- **Networking**
 - Type & purpose of servers
 - Type of network infrastructure
- **What provision for growth & change?**



Support

- **Set up in-house support function**
 - Needs staff and facilities
- **Can be bought in**
 - May be expensive / unresponsive
- **Much support is informal**
 - Local “experts”
 - May be a major hidden cost



Training

- **Who will provide training?**
 - In house / external
- **How will the training be given?**
 - Formal course / CBT / expert on hand
- **Where will the training be given?**
 - One site / off site
- **When will the training be given?**
 - Before / after installation



Installation

- **When can hardware and software be installed?**
 - During working time / out of hours
- **What about existing equipment?**
 - Parallel run / replacement
- **Migration of existing information**
 - Overnight / as required
- **Fallback arrangements**
 - If it all goes wrong...



Data Maintenance

- **(Often forgotten)**
- **Data may need to be “cleaned”**
- **Databases may need performance tuning**
- **Not to mention archiving**
- **If there is a web site, it must be kept up to date**



Your Assignment

- You will be given a briefing document (also available on Blackboard)
- Your role is to act as a consultant
- You will need to make recommendations
 - Either specific suggestions
 - Or a process to determine an answer
- I require a written report
- And a presentation summarising the key points



Assignment Arrangements

- The report and presentation slides & notes are to be handed during Week 10 of the Spring Term
 - Precise date and time to be advised
- The assignment will constitute 40% of your overall course mark
- A sample of students will be asked to give their presentations during the summer term
- Questions to K.R.Wilcox@reading.ac.uk please, answers will be posted on Blackboard



Today's Practical

- Advanced Powerpoint Presentations
- There is a lot of material to cover – you may NOT be familiar with all of it
- **REMEMBER TO SIGN OFF ON THE REGISTRATION SHEET!**