



# 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



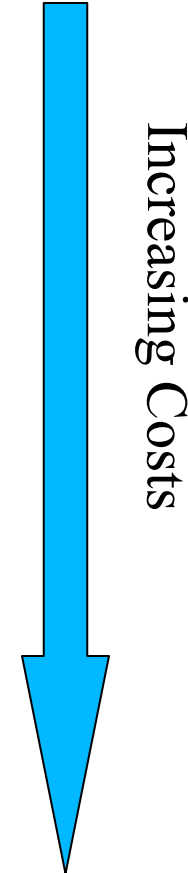
# Costs

- **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](mailto: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!**