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UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES

COLLEGE OF INFORMATION TECHNOLOGY AND COMPUTING

ELECTIVE 4 (IT 415)

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“

People are doubting how far you can go, go so far that you can't hear them anymore”

Michele Ruiz

Topic 6: Initiation and Planning System Development Project

Objectives

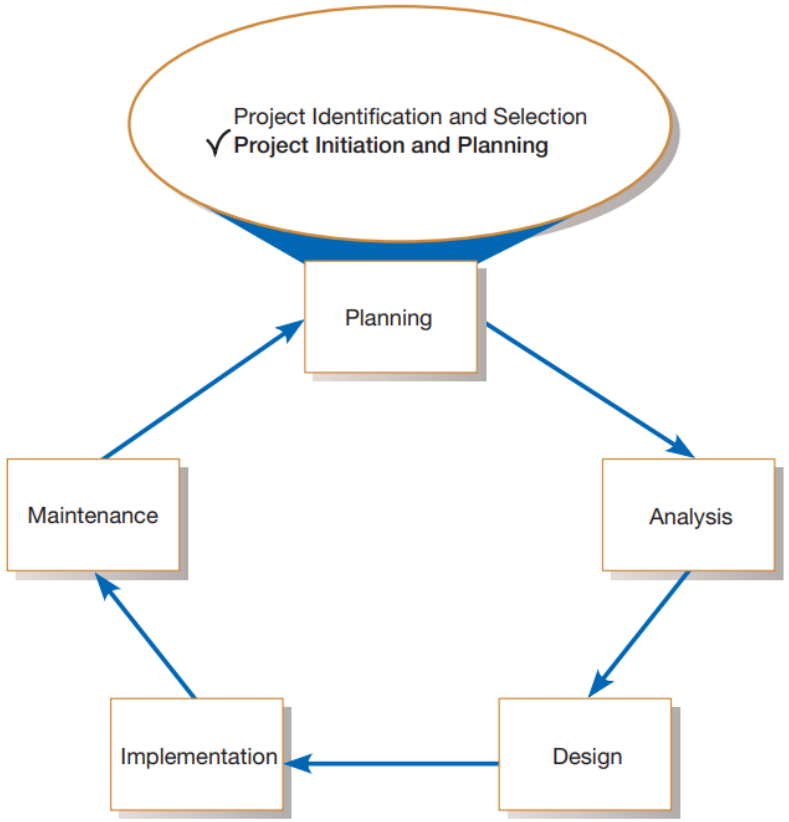
By the end of this topic, students will be able to:

- Implement the steps involved in the project initiation and planning process.
- Understand the various methods for assessing project feasibility.
- Describe the activities needed to build and review the baseline project plan.
- Explain the activities and participant roles within a structured walk-through.

Overview

1. Project Management
2. Project Planning
3. Project Identification and Selection
4. Corporate Strategic Planning
5. Information System Planning
6. Electronic Commerce Applications

Process of Initiating and Planning IS Development Projects



- **Project initiation** focuses on activities designed to assist in organizing a team to conduct project planning.
- **Project planning** is the process of defining clear, discrete activities and the work needed to complete each activity within a single project.

Process of Initiating and Planning IS Development Projects

Elements of Project Initiation

- Establishing the Project Initiation Team
- Establishing a Relationship with the Customer
- Establishing the Project Initiation Plan
- Establishing Management Procedures
- Establishing the Project Management Environment and Project Workbook
- Developing the Project Charter

Process of Initiating and Planning IS Development Projects

Elements of Project Planning

- Describing the Project Scope, Alternatives, and Feasibility
- Dividing the Project into Manageable Tasks
- Estimating Resources and Creating a Resource Plan
- Developing a Preliminary Schedule
- Developing a Communication Plan
- Determining Project Standards and Procedures
- Identifying and Assessing Risk
- Creating a Preliminary Budget
- Developing the Project Scope Statement
- Setting a Baseline Project Plan

Deliverables and Outcomes

- The major outcomes and deliverables from the project initiation and planning phase are
  - **Baseline Project Plan** - The plan reflects the best estimate of the project's scope, benefits, costs, risks, and resource requirements given the current understanding of the project.
  - **Project Scope Statement** - a short document prepared for the customer that describes what the project will deliver and outlines all work required to complete the project.

Assessing Project Feasibility

- Economic
- Operational
- Legal and contractual
- Technical
- Scheduling
- Political

Assessing Economic Feasibility

- To identify the financial benefits and costs associated with the development project.
- Economic feasibility is often referred to as **cost–benefit analysis.**

Determining Project Benefits

- **Tangible benefit**
  - benefit from the creation of an information system that can be measured in dollars and with certainty

Determining Project Benefits

- Most tangible benefits:
  - Cost reduction and avoidance
  - Error reduction
  - Increased flexibility
  - Increased speed of activity
  - Improvement of management planning and control
  - Opening new markets and increasing sales opportunities

Determining Project Benefits

Tangible Benefits for Customer Tracking System (Pine Valley Furniture)

TANGIBLE BENEFITS WORKSHEET
Customer TrackingSystem Project

	Year 1 through 5
A. Cost reduction or avoidance	$ 45,000
B. Error reduction	25,000
C. Increased flexibility	75,000
D. Increased speed of activity	105,000
E. Improvement in management planning or control	250,000
F. Other _____	0
TOTAL tangible benefits	**$500,000**

Determining Project Benefits

- **Intangible benefit**
  - benefit derived from the creation of an information system that cannot be easily measured in dollars or with certainty.
  - Intangible benefits may have direct organizational benefits, such as the improvement of employee morale

Determining Project Benefits

Intangible benefits from the Development of an Information System

- Competitive necessity
- More timely information
- Improved organizational planning
- Increased organizational flexibility
- Promotion of organizational learning and understanding
- Availability of new, better, or more information
- Ability to investigate more alternatives
- Faster decision making
- More confidence in decision quality
- Improved processing efficiency
- Improved asset utilization
- Improved resource control
- Increased accuracy in clerical operations
- Improved work process that can improve employee morale or customer satisfaction
- Positive impacts on society
- Improved social responsibility
- Better usage of resources ("greener")

(Source: Based on Parker and Benson, 1988; Brynjolfsson and Yang, 1997; Keen, 2003; Cresswell, 2004.)

Determining Project Costs

- **Tangible costs**
  - costs associated with an information system that can be measured in dollars and with certainty.

Software and Hardware Cost

Labor Cost

Operational Cost

Determining Project Costs

- **Intangible costs**
  - costs associated with an information system that cannot be easily measured in terms of dollars or with certainty

Loss of customer goodwill → Employee Morale → Operational inefficiency

Determining Project Costs

Possible Information Systems Costs

Type of Cost	Examples	Type of Cost	Examples
Procurement	Hardware, software, facilities infrastructure	Project	Infrastructure replacement/ improvements
	Management and staff		Project personnel
	Consulting and services		Training
			Development activities
			Services and procurement
			Organizational disruptions
			Management and staff
Start-Up	Initial operating costs	Operating	Infrastructure replacement/ improvements
	Management and staff		System maintenance
	Personnel recruiting		Management and staff
			User training and support

(*Source:* Based on King and Schrems, 1978; Sonje, 2008.)

Determining Project Costs

Guidelines for better Cost estimating

1. Have clear guidelines for creating estimates.
2. Use experienced developers and/or project managers for making estimates.
3. Develop a culture where all project participants are responsible for defining accurate estimates.
4. Use historical data to help in establishing better estimates of costs, risks, schedules, and resources.
5. Update estimates as the project progresses.
6. Monitor progress and record discrepancies to improve future estimates.

(*Source:* Based on Lederer and Prasad, 1992; Hubbard, 2007; Sonje, 2008.)

Determining Project Costs

- **Total cost of ownership (TCO)**
  - cost of owning and operating a system, including the total cost of acquisition, as well as all costs associated with its ongoing use and maintenance.
- **One-time cost**
  - costs associated with project start-up and development or system start-up.
- **Recurring cost**
  - costs resulting from the ongoing evolution and use of a system.

Determining Project Costs

- Examples of recurring costs include:
  - Application software maintenance
  - Incremental data storage expenses
  - Incremental communications
  - New software and hardware leases
  - Supplies and other expenses (e.g., paper, forms, data center personnel)

Determining Project Costs

- One-time cost
  - a cost associated with project start-up and development or system start-up

Systems development,

New hardware and software purchases,

User training,

Site preparation, and

Data or system conversion.

Determining Project Costs

- Recurring cost
  - a cost resulting from the ongoing evolution and use of a system.

Examples of Recurring Cost				
Application software maintenance	Incremental data storage expenses	Incremental communi-cations	New software and hardware leases	Supplies and other expenses (i.e., paper, forms, data center personnel)

Determining Project Costs

- Both one-time and recurring costs can consist of items that are fixed or variable in nature.
- **Fixed costs** are billed or incurred at a regular interval and usually at a fixed rate.
  - Example: facility lease payment
- **Variable costs** are items that vary in relation to usage.
  - Example: long-distance charges

Determining Project Costs

One-time and Recurring costs for Customer Tracking System (Pine Valley Furniture

ONE-TIME COSTS WORKSHEET
Customer Tracking System Project

	Year 0
A. Development costs	$400,000
B. New hardware	15,000
C. New (purchased) software, if any	
1. Packaged applications software	5,000
2. Other _____	0
D. User training	5,000
E. Site preparation	0
F. Other _____	0
TOTAL one-time costs	**$425,000**

RECURRING COSTS WORKSHEET
Customer Tracking System Project

	Year 1 through 5
A. Application software maintenance	$280,000
B. Incremental data storage required: 20 GB $50 (estimated cost/GB = $50)	1,000
C. Incremental communications (lines, messages, . . .)	2,000
D. New software or hardware leases	0
E. Supplies	2,000
F. Other _____	0
TOTAL recurring costs	**$285,000**

Time Value of Money

Time value of money (TVM)	the concept that money available today is worth more than the same amount tomorrow
Discount Rate	the rate of return used to compute the present value of future cash flows (the cost of capital)
Present Value	the current value of a future cash flow

Time Value of Money

- Net Present Value (NPV)
  - uses the discount rate to determine present value of cash outlays and receipts.
- To calculate the NPV, simply add all the present values calculated.

Time Value of Money

- Formula for the present value of money:

$$PV_n = Y \times \frac{1}{(1+i)^n}$$

PV*n* = present value of Y dollars, n years from now based on a discount rate of *i*

Time Value of Money

- Example:
  - NPV of the amount $1500 paid in the next 3 years with 10% discount rate for each year.

$$PV_1 = 1500 \times \frac{1}{(1 + .10)^1} = 1500 \times .9091 = 1363.65$$

$$PV_2 = 1500 \times \frac{1}{(1 + .10)^2} = 1500 \times .8264 = 1239.60$$

$$PV_3 = 1500 \times \frac{1}{(1 + .10)^3} = 1500 \times .7513 = 1126.95$$

NPV = 1363.65 + 1249.60 + 1126.95
= **$3730.20**

Time Value of Money

- Example of Economic Feasibility Analysis or Cost-Benefit Analysis

Pine Valley Furniture
Economic Feasibility Analysis
WebStore Project

	Year of Project						
	Year 0	*Year 1*	*Year 2*	*Year 3*	*Year 4*	*Year 5*	*TOTALS*
Net economic benefit	$0	$50,000	$50,000	$50,000	$50,000	$50,000	
Discount Rate (12%)	*1.0000*	*0.8929*	*0.7972*	*0.7118*	*0.6355*	*0.5674*	
PV of Benefits	$0	$44,643	$39,860	$35,589	$31,776	$28,371	
NPV of all BENEFITS	$0	$44,643	$84,503	$120,092	$151,867	$180,239	**$180,239**
One-time COSTS	($42,500)						
Recurring Costs	$0	($28,500)	($28,500)	($28,500)	($28,500)	($28,500)	
Discount Rate (12%)	*1.0000*	*0.8929*	*0.7972*	*0.7118*	*0.6355*	*0.5674*	
PV of Recurring Costs	$0	($25,446)	($22,720)	($20,286)	($18,112)	($16,172)	
NPV of All COSTS	($42,500)	($67,946)	($90,666)	($110,952)	($129,064)	($145,236)	**($145,236)**
Overall NPV							**$35,003**
Overall ROI - (Overall NPV / NPV of All COSTS)							**0.24**
Break-Even Analysis							
Yearly NPV Cash Flow	($42,500)	$19,196	$17,140	$15,303	$13,664	$12,200	
Overall NPV Cash Flow	($42,500)	($23,304)	($6,164)	$9,139	$22,803	$35,003	

Project break-even occurs between years 2 and 3
Use first year of positive cash flow to calculate break-even fraction - ((15303 - 9139) / 15303) = .403
Actual break-even occurred at 2.4 years

Time Value of Money

- Break-even analysis
  - type of cost-benefit analysis to identify at what point (if ever) benefits equal costs
- Breakeven ratio:

$$\text{Break-Even Ratio} = \frac{\text{Yearly NPV Cash Flow} - \text{Overall NPV Cash Flow}}{\text{Yearly NPV Cash Flow}}$$

Time Value of Money

- Example of Break-even analysis

$$\text{Break-Even Ratio} = \frac{15{,}303 - 9139}{15{,}303} = .403$$

Pine Valley Furniture
Economic Feasibility Analysis
WebStore Project

	Year of Project						
	Year 0	*Year 1*	*Year 2*	*Year 3*	*Year 4*	*Year 5*	*TOTALS*
Net economic benefit	$0	$50,000	$50,000	$50,000	$50,000	$50,000	
Discount Rate (12%)	*1.0000*	*0.8929*	*0.7972*	*0.7118*	*0.6355*	*0.5674*	
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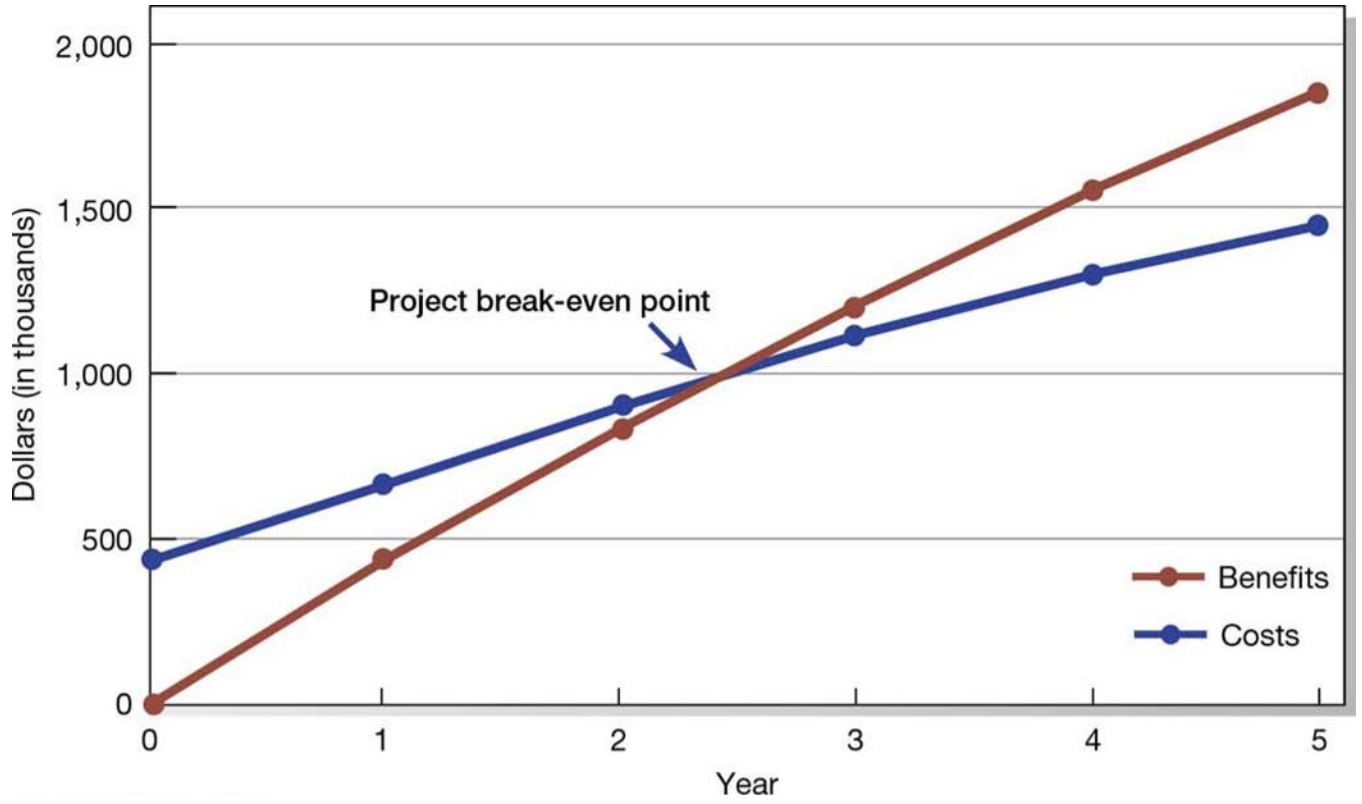
Time Value of Money

Break-even analysis for Customer Tracking System (Pine Valley Furniture)



Time Value of Money

Net Present Value (NPV)	uses a discount rate determined from the company's cost of capital to establish the present value of a project
Return on Investment (ROI)	the ratio of the net cash receipts of the project divided by the cash outlays of the project
Break-Even Analysis (BEA)	Finds the amount of time required for the cumulative cash flow from a project to equal its initial and ongoing investment

Assessing Technical Feasibility

- **Technical Feasibility** is a process of assessing the development organization's ability to construct a proposed system

Assessing Technical Feasibility

- Potential consequences of not accessing and managing risks
  - Failure to attain expected benefits from the project.
  - Inaccurate project cost estimates.
  - Inaccurate project duration estimates.
  - Failure to achieve adequate system performance levels.
  - Failure to adequately integrate the new system with existing hardware, software, or organizational procedures.

Project Risk Assessment Factors

Project Size

- Team size, organizational departments, project duration, programming effort

Project structure

- New vs. renovated system, resulting organizational changes, management commitment, user perceptions

Development Group

- Familiarity with platform, software, development method, application area, development of similar systems

User Group

- Familiarity with IS development process, application area, use of similar systems

Project Risk Assessment Factors

- General rules when using the factors for conducting a technical risk assessment
  - Large projects are riskier than small projects.
  - A system in which the requirements are easily obtained and highly structured will be less risky than one in which requirements are messy, ill-structured, ill-defined, or subject to the judgment of an individual.
  - The development of a system employing commonly used or standard technology will be less risky than one employing novel or nonstandard technology.
  - A project is less risky when the user group is familiar with the systems development process and application area than if the user group is unfamiliar with them.

Project Risk Assessment

Project Risk Assessment

- Sample technical risk assessment of Customer Tracking System (Pine Valley Furniture)
  - .The project is a relatively small project for PVF's development organization. The basic data for the system are readily available, so the creation of the system will not be a large undertaking.
  - The requirements for the project are highly structured and easily obtainable. In fact, an existing spreadsheet-based system is available for analysts to examine and study.
  - The development group is familiar with the technology that will likely be used to construct the system because the system will simply extend current system capabilities.
  - The user group is familiar with the application area because they are already using the PC-based spreadsheet system

Project Risk Assessment

- Sample technical risk assessment of Customer Tracking System (Pine Valley Furniture)

		Low Structure	High Structure
High Familiarity with Technology or Application Area	Large Project	(1) Low risk (very susceptible to mismanagement)	(2) Low risk
	Small Project	(3) Very low risk (very susceptible to mismanagement)	(4) Very low risk
Low Familiarity with Technology or Application Area	Large Project	(5) Very high risk	(6) Medium risk
	Small Project	(7) High risk	(8) Medium-low risk

Assessing Other Feasibility Concerns

- **Operational feasibility**
  - process of assessing the degree to which a proposed system solves business problems or takes advantage of business opportunities.
- **Schedule feasibility**
  - process of assessing the degree to which the potential time frame and completion dates for all major activities within a project meet organizational deadlines and constraints for affecting change.

Assessing Other Feasibility Concerns

- **Legal and contractual feasibility**
  - process of assessing potential legal and contractual ramifications due to the construction of a system.
- **Political feasibility**
  - process of evaluating how key stakeholders within the organization view the proposed system.

Building and Reviewing the Baseline Project Plan

Building the Baseline Project Plan

- **An outline of a BPP contains four major sections:**
  - Introduction
  - System Description
  - Feasibility Assessment
  - Management Issues

BASELINE PROJECT PLAN REPORT

1.0 Introduction
- A. Project Overview—Provides an executive summary that specifies the project's scope, feasibility, justification, resource requirements, and schedules. Additionally, a brief statement of the problem, the environment in which the system is to be implemented, and constraints that affect the project are provided.
- B. Recommendation—Provides a summary of important findings from the planning process and recommendations for subsequent activities.

2.0 System Description
- A. Alternatives—Provides a brief presentation of alternative system configurations.
- B. System Description—Provides a description of the selected configuration and a narrative of input information, tasks performed, and resultant information.

3.0 Feasibility Assessment
- A. Economic Analysis—Provides an economic justification for the system using cost-benefit analysis.
- B. Technical Analysis—Provides a discussion of relevant technical risk factors and an overall risk rating of the project.
- C. Operational Analysis—Provides an analysis of how the proposed system solves business problems or takes advantage of business opportunities in addition to an assessment of how current day-to-day activities will be changed by the system.
- D. Legal and Contractual Analysis—Provides a description of any legal or contractual risks related to the project (e.g., copyright or nondisclosure issues, data capture or transferring, and so on).
- E. Political Analysis—Provides a description of how key stakeholders within the organization view the proposed system.
- F. Schedules, Time Line, and Resource Analysis—Provides a description of potential time frame and completion date scenarios using various resource allocation schemes.

4.0 Management Issues
- A. Team Configuration and Management—Provides a description of the team member roles and reporting relationships.
- B. Communication Plan—Provides a description of the communication procedures to be followed by management, team members, and the customer.
- C. Project Standards and Procedures—Provides a description of how deliverables will be evaluated and accepted by the customer.
- D. Other Project-Specific Topics—Provides a description of any other relevant issues related to the project uncovered during planning.

Building the Baseline Project Plan

- The Introduction Section
  - Provides a brief overview of the entire document and a recommended course of action
  - Should include the definition of project scope.
  - Scope depends on these factors:
    - Organizational units affected by new system
    - Current systems that will interact with or change because of new system
    - People who are affected by new system
    - Range of potential system capabilities

Building the Baseline Project Plan

- The Introduction Section
  - Sample Project Scope Statement for the Customer Tracking Systems (Pine Valley Furniture)

Pine Valley Furniture
Project Scope Statement

Prepared by: Jim Woo
Date: September 10, 2020

General Project Information

Project Name:	Customer Tracking System
Sponsor:	Jackie Judson, VP Marketing
Project Manager:	Jim Woo

Problem/Opportunity Statement:

Sales growth has outpaced the Marketing department's ability to accurately track and forecast customer buying trends. An improved method for performing this process must be found in order to reach company objectives.

Project Objectives:

To enable the Marketing department to accurately track and forecast customer buying patterns in order to better serve customers with the best mix of products. This will also enable PVF to identify the proper application of production and material resources.

Project Description:

A new information system will be constructed that will collect all customer purchasing activity, support display and reporting of sales information, aggregate data, and show trends in order to assist marketing personnel in understanding dynamic market conditions. The project will follow PVF's systems development life cycle.

Business Benefits:

Improved understanding of customer buying patterns
Improved utilization of marketing and sales personnel
Improved utilization of production and materials

Project Deliverables:

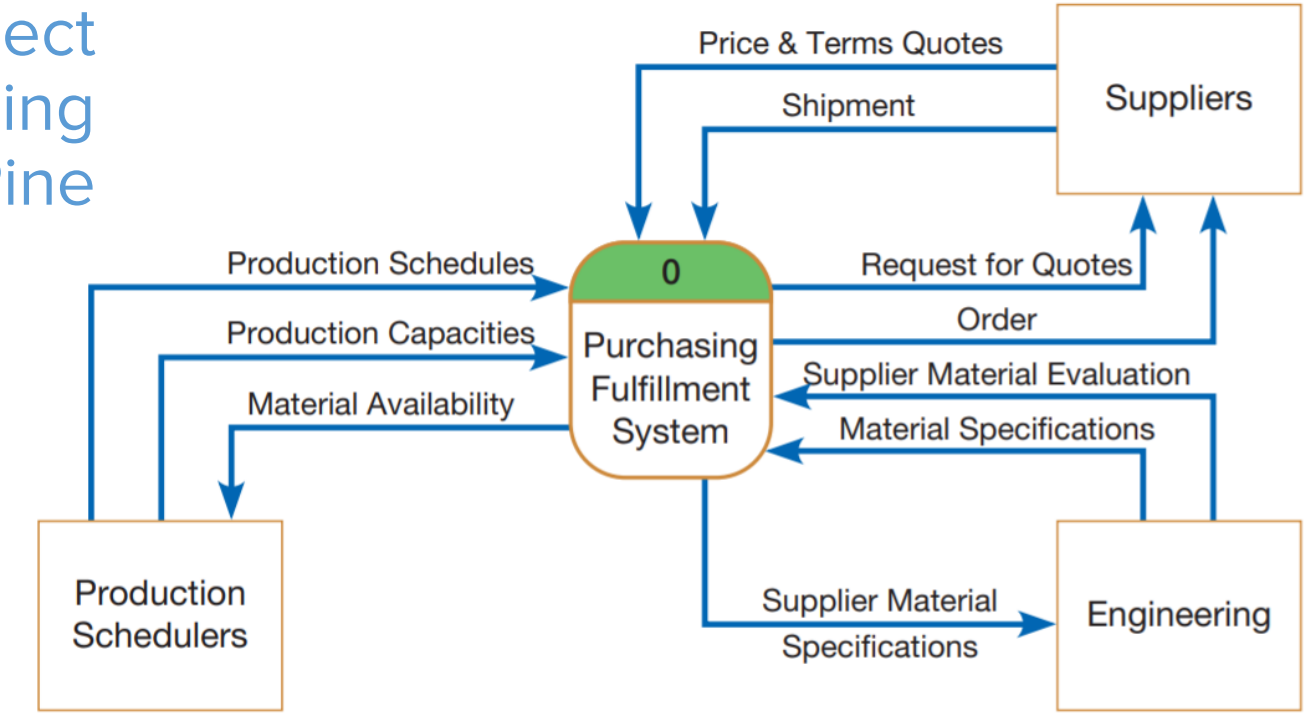
Customer tracking system analysis and design
Customer tracking system programs
Customer tracking documentation
Training procedures

Estimated Project Duration:

5 months

Building the Baseline Project Plan

- The Introduction Section
  - Sample of Context-level data flow diagram showing project scope for Purchasing Fulfillment System (Pine Valley Furniture)



Building the Baseline Project Plan

- The System Description Section
  - It contains an outline of possible alternative solutions in addition to the one deemed most appropriate for the given situation.
  - The description is at a very high level and mostly narrative in form.
  - The following examples demonstrate that alternatives may be stated simply:
    - Web-based online system
    - Mainframe with central database
    - Local area network with decentralized databases
    - Batch data input with online retrieval
    - Purchasing of a prewritten package

Building the Baseline Project Plan

- The Feasibility Assessment Section
  - Relates to project costs and benefits
  - Primarily concerned with gaining rough estimates of human resource requirements.
  - Defining an acceptable schedule may require that you find additional or different resources or that you change the scope of the project.

Building the Baseline Project Plan

- The Management Issues Section
  - Outlines a number of managerial concerns related to the project.
  - Identify the task responsibilities of people to work on the project and how task will be monitored (i.e. Task Responsibility Matrix).
  - Explain how the user will be kept up to date on project progress.

Building the Baseline Project Plan

- The Management Issues Section
  - Sample of Task Responsibility Matrix

Project: WebStore		Prepared by: Juan Gonzales			Legend: P = Primary S = Support		
Manager: Juan Gonzales		Page: 1 of 1					
		Responsibility Matrix					
Task ID	Task	Jordan	James	Jackie	Jeremy	Kim	Juan
A	Collect Requirements	P	S				S
B	Develop Data Model			P		S	S
C	Develop Program Interface			P		S	S
D	Build Database			S		P	S
E	Design Test Scenarios	S	S	S	P	S	S
F	Run Test Scenarios	S	S	S	S	S	P
G	Create User Documentation	P	S				S
H	Install System	S	P			S	S
I	Develop Customer Support	S	P			S	S

Building the Baseline Project Plan

- The Management Issues Section
  - Sample of the Project Communication Matrix

Stakeholder	Document	Format	Team Contact	Date Due
Team Members	Project Status Report	Project Intranet	Juan and Kim	First Monday of Month
Management Supervisor	Project Status Report	Hard Copy	Juan and Kim	First Monday of Month
User Group	Project Status Report	Hard Copy	James and Kim	First Monday of Month
Internal IT Staff	Project Status Report	E-Mail	Jackie and James	First Monday of Month
IT Manager	Project Status Report	Hard Copy	Juan and Jeremy	First Monday of Month
Contract Programmers	Software Specifications	E-Mail/Project Intranet	Jordan and Kim	October 4, 2020
Training Subcontractor	Implementation and Training Plan	Hard Copy	Jordan and James	January 10, 2021

Reviewing the Baseline Project Plan

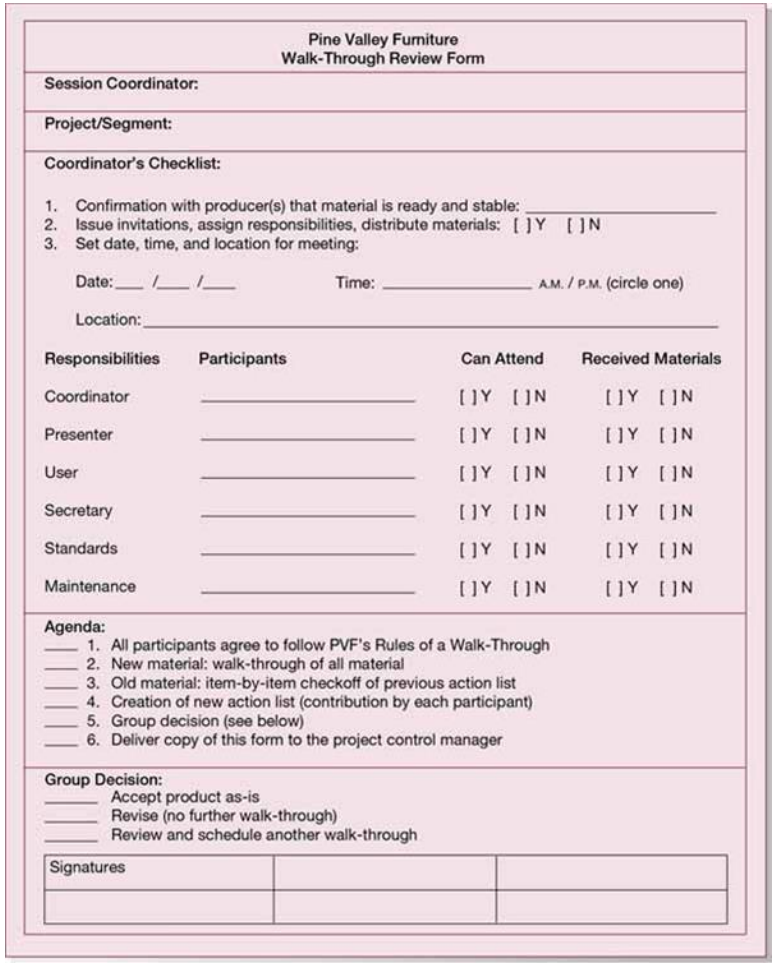
- Must review the BPP to verify it makes sense
- **Walk-through** – peer group review of any product created during the systems development process; also call a structured walk-through.

Reviewing the Baseline Project Plan

- At walk-through meetings:
  - Roles include coordinator, presenter, user, secretary, standards bearer, and maintenance oracle.
  - Can be applied to reviewing BPP, system specifications, logical and physical designs, program code, test procedures, manuals, and documentation.
  - Ensures formal review points occur during the project.

Reviewing the Baseline Project Plan

- Walk-Through Review Form (Pine Valley Furniture)



Pine Valley Furniture
Walk-Through Review Form

Session Coordinator:

Project/Segment:

Coordinator's Checklist:

1. Confirmation with producer(s) that material is ready and stable: _____
2. Issue invitations, assign responsibilities, distribute materials: [ ]Y [ ]N
3. Set date, time, and location for meeting:

Date: ___ /___ /___ Time: _____ A.M. / P.M. (circle one)

Location: _____

Responsibilities	Participants	Can Attend	Received Materials
Coordinator	_____	[ ]Y [ ]N	[ ]Y [ ]N
Presenter	_____	[ ]Y [ ]N	[ ]Y [ ]N
User	_____	[ ]Y [ ]N	[ ]Y [ ]N
Secretary	_____	[ ]Y [ ]N	[ ]Y [ ]N
Standards	_____	[ ]Y [ ]N	[ ]Y [ ]N
Maintenance	_____	[ ]Y [ ]N	[ ]Y [ ]N

Agenda:

___ 1. All participants agree to follow PVF's Rules of a Walk-Through
___ 2. New material: walk-through of all material
___ 3. Old material: item-by-item checkoff of previous action list
___ 4. Creation of new action list (contribution by each participant)
___ 5. Group decision (see below)
___ 6. Deliver copy of this form to the project control manager

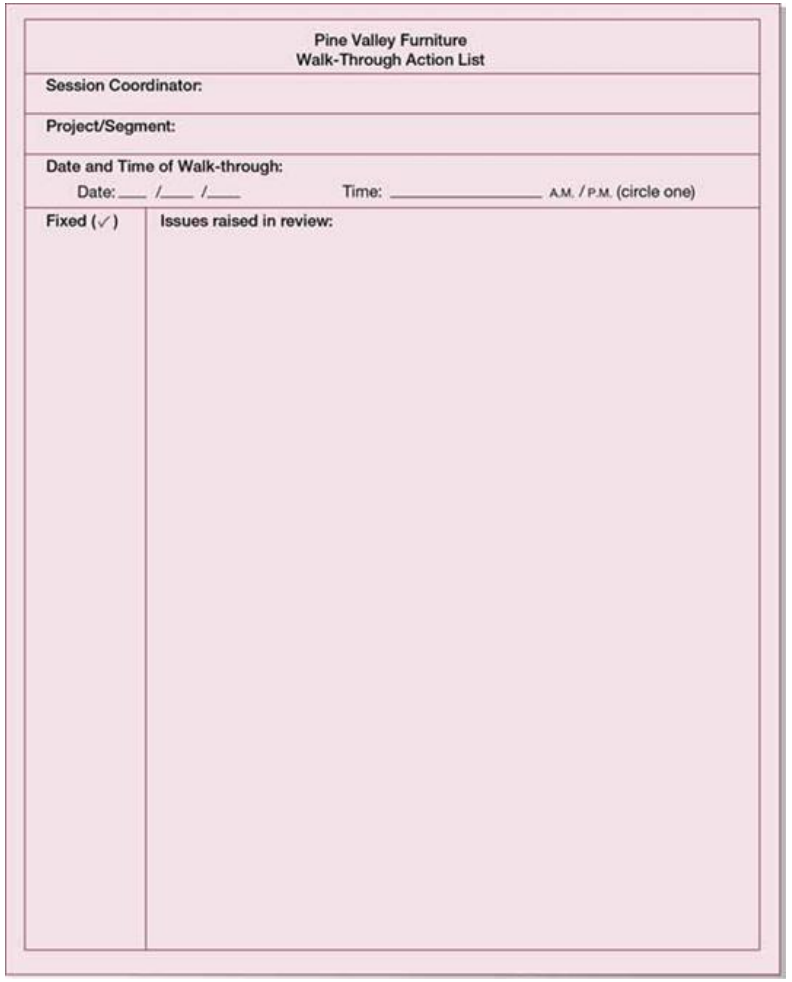
Group Decision:

_____ Accept product as-is
_____ Revise (no further walk-through)
_____ Review and schedule another walk-through

Signatures		

Reviewing the Baseline Project Plan

- Walk-Through Action List (Pine Valley Furniture)



Pine Valley Furniture
Walk-Through Action List

Session Coordinator:

Project/Segment:

Date and Time of Walk-through:
Date: ___ /___ /___ Time: _____ A.M. / P.M. (circle one)

Fixed (✓)	Issues raised in review:

Guidelines for Making an Effective Presentation

Presentation Planning

Who is the audience?	To design the most effective presentation, you need to consider the audience (e.g., What do they know about your topic? What is their education level?
What is the message?	Your presentation should be designed with a particular objective in mind
What is the presentation environment?	Knowledge of the room size, shape, and lighting is valuable information for designing an optimal presentation

Guidelines for Making an Effective Presentation

Presentation Design

Organize the sequence	Organize your presentation so that like elements or topics are found in one place, instead of scattered throughout the material in random fashion.
Keep it simple	Make sure that you don't pack too much information onto a slide so that it is difficult to read. Also, work to have as few slides as possible; in other words, only include information that you absolutely need.
Be consistent	Make sure that you are consistent in the types of fonts, font sizes, colors, design approach, and backgrounds.

Guidelines for Making an Effective Presentation

Presentation Design

Use variety	Use both textual and graphical slides to convey information in the most meaningful format.
Don't rely on the spell checker alone	Make sure you carefully review your presentation for typographical and wording errors.
Use bells and whistles sparingly	Make sure that you use familiar graphical icons to guide and enhance slides; don't lose sight of your message as you add bells and whistles. Also, take great care when making transitions between slides and elements so that "special effects" don't take away from your message.

Guidelines for Making an Effective Presentation

Presentation Design

Use supplemental materials appropriately	Take care when using supplemental materials so that they don't distract the audience. For example, don't provide handouts until you want the audience to actually read this material.
Have a clear beginning and end	At the beginning, introduce yourself and your teammates (if any), thank your audience for being there, and provide a clear outline of what ill be covered during the presentation. At the conclusion, have a concluded slide so that the audience clearly sees that the presentation is over.

Guidelines for Making an Effective Presentation

Presentation Delivery

Practice	Make sure that you thoroughly test your completed work on yourself and others to be sure it covers your points and presents them in an effective manner within the time frame required.
Arrive early and cue up your presentation	It is good practice, when feasible, to have your presentation ready to go prior to the arrival of the audience.
Learn to use the "special' software keys	Using special keys to navigate the presentation will allow you to focus on your message and not on the software.

Guidelines for Making an Effective Presentation

Presentation Delivery

Have a backup plan	Have a backup plan in case technology fails or your presentation is lost when traveling.
Deliver the information effectively	To make an effective presentation, you must become an effective public speaker through practice.
Personal appearance matters	Your appearance and demeanor can go a long way toward enhancing how the audience receives your presentation.


Q&A

Assignment 2

Write your answers on A4 paper (doc/docx format), with a font size of 12 pts and any serif fonts (i.e. Times New Roman). There is a 1inch margin on all sides.

- Description
  - Assume monetary benefits of an information system of Php40,000 the first year and increasing benefits of Php10,000 a year for the next five years (year 1 = Php50,000, year 2 = Php60,000, year 3 = Php70,000, year 4 = Php80,000, year 5 = Php90,000). Onetime development costs were Php80,000 and recurring costs were Php45,000 over the duration of the system's life. The discount rate for the company was 11 percent. Using a six-year time horizon, calculate the net present value of these costs and benefits. Also calculate the overall return on investment and then present a break-even analysis. At what point does breakeven occur?

Filename: **IT415_Ass2_Yourname**

Deadline: **November 6, 2021**

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