NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY

PRESCRIPTION: SI600 SYSTEMS IMPLEMENTATION

AIM OF MODULE:	To enable students to control the implementation of a new system including the conversion of data and the ongoing operations of new systems.
CREDITS:	7
STUDENT LEARNING HOURS:	70
CONTENT REVISED:	2002
PRESCRIPTION EXPIRY DATE:	Nov 2011 (not currently offered by an ITP)

Level and Assessment Schedule

TOPICS	Highest Skill Level R	C	A	P	Suggested Assessment Percentage
1. Implementation				*	75
2. Data Conversion				*	25
					100

LEARNING OUTCOMES

The student will:

P 1 Produce a report of a complete implementation from a manual to a computerised application.

P 2 Produce a detailed data conversion plan.

CONTENT

1. SYSTEMS IMPLEMENTATION

- System Conversion Methods (parallel, direct, pilot, phased with advantages and disadvantages of each)
- Planning
  - elements of an implementation plan
  - purpose, people, time frame, conversion method, site preparation, equipment requirements, determining costs, ordering of hardware, software, stationery, deadlines, staff etc
- Requirements for site preparation including floor layout, wiring specifications and air conditioning if necessary.
- Post-implementation review
- Training
  - training programme required for data processing staff.
  - training programme required for users.

2. DATA CONVERSION

- Data Preparation (including totals data transmission, record counts and initialisation of databases or master files).
- Data Capture (With reference to economy of effort, time constraints, cost constraints and maximum accuracy of data). Capture of new data.
- Data entry of existing data (including need for reformatting).
- Need for special equipment, stationery, staff and training in the data conversion process.
- Controls necessary to ensure
  - data is as correct as possible before capture
  - all required data is captured once
  - any errors upon capture are identified
  - the correction of any errors is controlled
  - captured data is cross-checked against originals
- Backup processes required during data conversion.
- Post data conversion audit.
- Need for security control during data conversion using suitable methods.
- Software Tools used in the conversion process