Proposal to (introduce/develop/upgrade) a computerised (information system) for (company and/or dept name)

Prepared for	**(Mr/Ms First Surname)**
	(Job position title)
	(Name of company/dept)
Prepared by	**(Your name)**
	(Your job title/position/dept)
Date	**June 2010**

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1. Executive Summary

The timely evolution of appropriate IT systems is vital to the well being, efficiency and profitability of modern organizations. Using surveys with users, interviews with managers and observations of similar systems in parallel companies, the report examines the use of system XYZ in (company).

The findings include

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The report concludes that while the system has operated well for a number of years, problems are beginning to emerge which are impacting on the current operations. It proposes that in order for the company to continue to expand efficiently, it needs to

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Based on these findings and analysis, the report recommends that the (company) should adopt (system ABC) and proposes that …

2. Introduction

This report is written for (Name, Title) of (Company). It proposes the adoption of a better (information system) than that used at present in order to enhance workplace productivity, efficiency and effectiveness.

By definition, according to Alter (2009, 26), an information system refers to

> a particular type of work system that uses information technology to capture, transmit, store, retrieve, manipulate, or display information, thereby supporting one or more work systems.

The current system used by (Company name) has been in use since (date) and is used for (…). Over the past months, the need for a new system has become apparent due to ….

In scope, this report will only cover the uses and problems related to (company/dept/use) and it aims to investigate the current uses and issues related to the use of XYZ system and make recommendations for the possible transition to a new updated system to overcome the shortfalls and ongoing demands of the company.

3. Method

Information for this report has come from both primary and secondary sources. Primary research was conducted using the following methods:

3.1 A 20-question survey of employees of (Company) was distributed between March and April 2010 (see Appendix 1). The results were collated and the results were analysed for this report.

3.2 Face-to-face and telephone interviews with (names) line managers and CEO (name) were conducted in April 2010 once the results of the employee survey had been analysed. Thanks are given to (name, title, company) for (his/her) expertise and time.

3.3 Observation of the operation of a range of systems in (number) of workplaces similar to (Company) took place during March-April 2010.

Secondary research was also conducted from a literature search of various texts, system prospectuses, technical journals and professional websites listed in the bibliography. Product information from suppliers was also sought and is listed in the bibliography.

4. Discussion

4.1 Background to (company) and the problem

(Company) is a

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xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. See Appendix 2 for an organisational chart.

4.2 Information needs of (company)

4.2.1 Purposes.

The current information system is used for xxxxx and records

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4.2.2 Users

As shown in Appendix 2, users include

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4.3 Current (information system)

4.3.1 Overview

Wasserman (2001) cites an Access Media International study which found that many small businesses manage with less than a 200-MHzPC for their accounting and databases. (Company) certainly (does/does) not fit that trend.

The current (information system) has been in operation since (date) and was introduced to overcome the problems of ….

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4.3.2 User survey

A survey (see Appendix 2) of (number) of employees of (company) who use the current system during March-April 2010 showed that

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As shown in the following graph (Fig 1)

Fig 1: (Label/title)

(Insert bar graph)

4.3.3 Limitations and advantages

By observing the workplace and by drawing conclusions from the survey, the limitations and advantages of the current system can be inferred. These are summarised in Table 1 below.

Table 1: (Company information system) Limitations and Advantages

(Insert table)

4.4 Overview of proposed (new) system

4.4.1 Technical requirements

According to (company x)'s (2010) prospectus (see Appendix 3), the technical requirements are …

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4.4.2 Costs

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4.4.3 Staff needs/impact

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4.5 Benefits of (new system)

As Zucker (2001, 119) notes, " … nothing stands still in the world of PCs. Products are constantly being upgraded and managers are tempted with lavish promises of must-have new features and infinitely better productivity."

This proposal, however, does not suggest changing (information system) merely for the sake of change. Indeed, as Gates (1996, 157) notes:

> Companies embrace information technology at different rates, and some businesses are far ahead of others. But before a manager invests, he or she should remember that a computer or network of computers, is just a tool to help solve identified problems. It isn't, as businesspeople sometimes expect it to be, a cure-all. If I heard a business owner say. "I'm losing money, I'd better get some new computers," I'd tell him to rethink his strategy before he invests. Technology would, at best, probably only delay the need for fundamental changes. The first principle for any technology you contemplate introducing into a business, is that automation applied to an inefficient operation, will just entrench the inefficiency …

Therefore, the proposal being made, is being put forward after the limitations of the current system have been analysed, as previously discussed in section 4.2.

For (Company), the benefits of implementing (new system) are real. Firstly,
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Finally,
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4.6 Options for (new system)

4.6.1 Components and Suppliers

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4.6.2 Configuration Options

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4.7 Impact of (new system)

4.7.1 Budget

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4.7.2 Staff

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4.7.3 Security

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4.7.4 Maintenance

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5. Conclusion

In conclusion, this report has analysed the current IT operations within (Company) and the current problems with using the system ABC. It concludes that (company) would benefit considerably from the implementation of (new system) for the following reasons.

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6. Recommendation

This report recommends that (company) adopts (new system) according to the schedule set out in Appendix 5. This will allow sufficient time for a managed change over from the (old system) and takes into account logistical issues such as staff training, testing and communication.

7. Bibliography

Alter, S. (1999) *Information Systems: a management perspective* (3rd ed) Sydney: Addison Wesley

Gates, B. (1996) *The Road Ahead* New York: Penguin

Wasserman, T. New NCs (2009, March 16) Getting More Bang for Less Bucks *Computer Reseller News Australia* http://itnews.com.au/crn/news/008-007f.htm

Zucker, P. (June, 2001) The Upgrade Dilemma *Australian Personal Computer* pp. 119-122

8. Appendixes

Appendix 1 (Company) Organisational Chart

(insert organisational diagram)

Appendix 2 (Information system) flow diagram

(insert flow diagram)

Appendix 3 User Survey

(insert survey sample)

Appendix 4 Components and samples

(insert details from products prospectus: costs, tech specifications, promo details etc)

Appendix 5 Implementation Schedule

(insert table or Gannt chart with schedule)