

The System Proposal

- A report / presentation of a recommended solution
- Usually a formal written report or oral presentation
- Intended for system owners and users



Formal written
report



Oral presentation



System owners
And
End Users

Written Report

- The most abused method used by analysts
- Consists of
 - Primary Elements
 - Actual information
 - E.g. introduction, conclusion
 - Secondary Elements
 - Package the report
 - Reader can easily identify the report and its primary elements
 - Add a professional polish.



Secondary elements for a written report

Letter of transmittal

Title page

Tables of contents

List of Figures, illustrations, and tables

Abstract or executive summary

(primary elements are presented in this portion of the report)

Appendixes

Formal Presentation

- A special meeting
- Used to sell new ideas and gain approval for new systems
- Can be also used for
Sell a new system, sell new ideas, sell change, head off criticisms, address concerns, verify conclusion, clarify facts and report progress.



Problems at the end of Chapter 11 in Ref. 1