



CCJ-123-DASAR PENGEMBANGAN PERANGKAT LUNAK (PERTEMUAN-4)


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Chapter Writing and Presenting The Systems Proposal



Systems Analysis and Design
Kendall and Kendall
Fifth Edition

Major Topics

- Systems proposal
- Using tables
- Using graphs
- Types of graphs
- Using figures
- Guidelines for presenting
- Oral presenting

The Systems Proposal

- Through the use of effectively organizing the content, writing in a professional style, and orally presenting the proposal in an informative way, the analyst can create a successful systems proposal

Items in the Systems Proposal

Part 1

- When preparing a systems proposal, systems analysts should arrange the following items in order:
 - Cover letter
 - Title page of project
 - Table of contents
 - Executive summary (including recommendation)

Items in the Systems Proposal

Part 2

- Outline of systems study with appropriate documentation
- Detailed results of the systems study
- Systems alternatives (three or four possible solutions)
- Systems analysts' recommendations
- Summary

Items in the Systems Proposal

Part 3

- Appendices
 - Assorted documentation
 - Summary of phases
 - Correspondence
 - Other material as needed

References

- When writing a systems proposal, keep references to a minimum and do not use footnotes
- Use examples, illustrations, diagrams, tables, figures, and graphs to support main points of the proposal, where appropriate

Guidelines for Using Tables

- Some guidelines to use tables effectively are
 - Only one table per page
 - Integrate it into the body of the proposal
 - Try to fit the entire table vertically on a single page
 - Number and title the table at the top of the page

Guidelines for Using Tables

- Further guidelines to use tables effectively are
 - Make the title descriptive and meaningful
 - Label each row and column
 - Use a boxed table if room permits
 - Use an asterisk if necessary to explain detailed information contained in the table

Guidelines for Using Graphs

- Some guidelines for using graphs are
 - Draw only one graph to a page unless making comparisons between graphs
 - Integrate the graph into the proposal body
 - Give the graph a sequential figure number and a meaningful title
 - Label each axis, any lines, columns, bars, and pieces of the pie on the graph

Guidelines for Using Graphs

- Further guidelines for using graphs are
 - Include a key to indicate differently colored lines, shaded bars, or crosshatched areas

Types of Graphs

- Line graphs
- Column charts
- Bar charts
- Pie charts

Line Graphs

- Used to show change over time
- Up to five variables on a single graph
- May show when lines intersect

Column Charts

- Show a comparison between two or more variables
- Compare different variables at a particular point in time
- Easier to understand than line graphs

Variations of Column Charts

- 100 percent stacked chart
 - Includes 100 percent stacked charts
 - Show how different variables make up 100 percent of an entity
- Deviation Column Chart
 - Shows deviation from average

Bar Charts

- Used to show one or more variables within certain classes or categories during a specific time period
- May be sorted or organized by
 - Alphabetical
 - Numerical
 - Geographical or
 - Progressive order

Pie Charts

- Used to show how 100 percent of a commodity is divided at a particular point in time
- Easier to read than 100 percent stacked column charts or 100 percent subdivided bar charts
- Disadvantage is they take a lot of room on the page

Guidelines for Using Figures

- Guidelines to use figures effectively are
 - Whenever possible integrate the figure into the body of the proposal itself
 - Always introduce figures in the text before they appear
 - Always interpret figures in words
 - Title all figures, label each axis, provide legends where necessary

Guidelines for Using Figures

- Further guidelines for using figures are
 - Use more than one figure if necessary
 - The visual should not become cluttered

Format of the Presentation

- To make presentations more persuasive, the systems analysts may use
 - White space
 - Headings and subheadings
 - Relevant references
 - Appendices

Presentation Software

- Presentation software allows the analyst to use a microcomputer for a slide show
- Enhance the presentation by using
 - Clip art
 - Video clips
 - Sound
 - Adding or deleting presentation slides for the audience and length of time available

Guidelines for the Use of Presentation Software

- Guidelines for the use of presentation software are
 - Use software templates
 - Use a combination of graphics and text to communicate
 - Keep each slide clean and simple
 - Use color in a meaningful way
 - Use clip art to enhance the text and add humor

Guidelines for the Use of Presentation Software

- Further guidelines for the use of presentation software are
 - Use sound to reinforce the presentation
 - Use a multimedia approach
 - Plug in a laptop computer to avoid the computer going into 'sleep mode'
 - Avoid too many contrasting transitions

Oral Presentations

- When delivering the oral presentation, keep in mind the following facts:
 - Project loudly enough so that the audience can hear you
 - Look at each person in the audience as you speak
 - Make visuals large enough so that the audience can see them

Oral Presentations

- Principles of delivery, continued
 - Use gestures that are natural to your conversational style
 - Introduce and conclude your talk confidently

Overcoming Anxiety and Nervousness

- To overcome anxiety and nervousness
 - Be yourself
 - Be prepared
 - Speak naturally
 - Breathe deeply before your presentation