



## **Data**

All the data for the new system will have to be collected together. All the names, addresses and phone numbers of all the client's contacts will need to be put together so that it will be easier to input the data to the new system. To collect the data together there will need to be a data sheet designed. One of the client members will have to be responsible for the design and handing out of the data sheets.

On each sheet there will have to be fields for the relevant information for the database eg. name, address and phone number. Each sheet will be able to have information about 5 contacts. Each client member will have at least four data capture sheets to start with. These data sheets will need to be filled in by all the client for the system to work properly and reach it's full potential.

Once the data has been collected and inputted into the system there will have to be security surrounding this data. I would suggest that you make one or more backup copies of the data (this will be done on CD RW disks as they can store 800mb on average). This is so that if the original data becomes lost or corrupt then the backup copies will be able to replace the lost or corrupt file. The backup copies will need to be updated regularly so that if a backup copy needs to replace a lost file then no data will be lost.

## **People.**

All the client will have to be involved in the up keep of the new system so that it is kept up to date and operational. For the new system someone will have to be responsible for the data collection sheets and the input of the data into the system. Another person will have to create the database for all the data to be put into. This database will have to have relevant fields for the data to be put into.

The effect that the new system will have on the client will be that the new system will make the client more organised will addresses and phone numbers. As long as the database is kept up to date the individual address books will no longer be in use, but it is best to keep old address books.

The database can be used to perform a mail merge to produce personal invitations and letters for people. This would save time in finding and writing out addresses.

### Documentation.

The documentation is the paperwork that will come with your computer system. There are two types of documentation, user guides and technical manuals. The user guides will tell you how to use the new system. These user guides will cover how to use the different software packages that comes with the computer system.

For example they will tell you how to use spreadsheets, wordpad, databases and any other software that comes with the computer system. The user guide will also tell you how to set up you computer system. Everyone who is planning to use the system should read these user guides. The technical manuals will tell you the information that is in the user guides, but in much more detailed and technical way. These technical manuals will be able to tell anyone with the experience with computers.

### **Equipment.**

The equipment that will be needed for the new system will be a standard computer system, screen, base unit, mouse, and keyboard. Then you will need the software on the computer. The software is what the computer operates on. The software that will be needed for this system will be a database, spreadsheets, inbox and word pad.

You will also need an operating system, for example Windows home Edition XP. Also another addition to the system I want to use a scanner. This will be useful for when I want to add pictures and designs to letters. The scanner would also be useful for making personal letters.

### **Implementation**

For the new system to be implemented it will have to be set up over time. It would be best to gradually change over to the new system. It may take a while to input the data into the new system. Therefore it would be a bad idea to change over to the new system overnight. I may take a while for the new system to become easy to use if one or more of the client members have little or no experience with computers.

I suggest that the change over takes place over a month, that is so that all the client become familiar with the system before there is a change over. It would be useful to keep old address books just in case for some reason the computer cannot be used.