Project Analysis Process by NPCE
Tuesday, November 01, 2005

1- Collect information for Software recommendations
2- Collect information for Hardware recommendations
3- Propose software solutions
4- Recommend an implementation Plan
5- Propose hardware needed
6- Recommend implementation Plan for Network Systems
8- Provide consulting services to assist customer in selection and decision making
7- Oversee Implementation of Phased Plan acting as Cannon & Gills Information System Consultants

Legend:

- Processed
- Need information
- Not Applicable

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Software information to be collected:

- Determine software tools needs
    - Desktop Software
    - E-mail Clients
    - Fax Clients
    - Accounting Software
    - Other functions needed from Software

- Determine Databases needs
    - Inventory Database
    - Client Database
    - Shipping / Processing
    - Accounting Database
    - Other functions needed from Database

- Database cycle
    - Determine what information is collected
    - Evaluate data flow/communication between departments
    - Pinpoint data transactions and processes
    - List points of data entry / Keyboard / e-mail / etc…..
    - Evaluate the size of transactions
    - Propose standard software platforms / tools

- Utilizing digital information / databases
    - Identify report formats
    - List data operators
    - List point of data output
    - Determine level of access needed to software appl. at every WS / Dept.
    - Determine training needs and help select appropriate solutions

- Automation current and future automation plans
    - Prioritize data automation by determining the best return on investment
    - Evaluate current Automation budgets
    - Recommend software/ hardware purchasing strategy
    - Propose Agency's Future budgets
    - Manage implementation schedule to accommodate learning curve
    - Web presence / Plans

Hardware information to be collected:

- Evaluate current hardware
    - Inventory hardware
    - Evaluate current hardware utilization

- Determine appropriate hardware configurations for software requirements
    - Determine compatibility of current hardware
    - Identify specialized hardware needs for power users / Special Task computers
    - Identify peripherals
    - Identify communication needs

- Design and structure complete hardware solution
    - Logical Network Layout
    - Physical Network Layout
    - Assess users computing needs and hardware needed
    - Standardize hardware platform to move into work station environment
    - Plan hardware scalability to accommodate future needs
    - Reduce upgrade costs by planing intelligent hardware acquisitions
    - Design Network topology
    - Determine Network Operating System
    - Plan system failure recovery methods
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- Design & implement communications media
    - Determine the best Network Cable
    - Select Hubs / Routers / Modems / Network cards
    - Determine cost effective Remote Access solutions
    - Determine cost effective solutions for - Web presence

- Provide Maintenance & Upkeep strategy
    - Optimize Server performance and configurations by Server base lining
    - Plan Data backup scheme
    - Determine Fault tolerance needs
    - Maintain up to date system documentation

- Server Installation
    - Server software installation and setup
    - Setup protocols
    - Setup domain and connectivity
    - Setup users & groups
    - Setup logins & security
    - Setup Backup
    - Setup desktop and administrative tools

    - Setup application
    - Setup shares & permissions

- Setup print services

- Hubs & Cables Installation
    - Oversee cable installation
    - Install hubs
    - Hook up hubs / routers / modems

- Workstations installation
    - Operating system installation
    - Setup network components
    - Setup login
    - Setup Applications
    - Setup printing
    - Setup internet & e-mail

- Power station & Software

- Setup Printers
    - Setup local printers
    - Setup Network printers
    - Setup print servers