

BASIS

'Best IT Use – 2012' Award

Sample of Brief Presentation or Explanation (To be used by Local organization using local solutions)

[To be prepared by the Nominee organizations in consultation with the Nominating BASIS Member, if necessary]

Example: Payroll System

Slide # 1: Scenario prior to implementation of the solution
Manually preparation of Payroll - Manually

Slide # 2: Process of Needs identification
(*Identification of the exact jobs to be done*)

Number of employees	350
Number of people prepares the payroll	4
Time taken for the preparation	5 days
Time taken accounting	1 day for 1 person
Cost	for 4 people for 5 days
Risks of errors	%

Slide # 3: Identified Needs

Jobs to be done: Payroll for 350 employees and grouping by category of employees
Summaries for accounting

Slide # 4: Process of procurement of the solution

Jobs to be computerized to minimize cost and risks or errors
Proposal is raised
Decision is made
Fund (estimated) for software and required hardware is allocated

Slide # 5: What needed to be done including alternatives, if any.

Strategy # 1

Getting the Payroll system developed internally by using internal resources
Estimated time involved for development
Estimated time involved for implementation
Procurement and installation of hardware
Estimated cost involved

Strategy # 2

Getting the Payroll system developed by using external vendor

Estimated time involved for development

Estimated time involved for implementation

Procurement and installation of hardware

Estimated cost involved

Decision - Getting the Payroll system developed by using external vendor

Slide # 6: Development and Implementation Efforts

Development efforts employed by the provider

Requirement analysis

System design

Definition of database and programming tools to be used

Coding, testing and debugging

Implementation Process

Training of the users

Initial base information entry

Routine data entry

Processing and generation of expected report

Slide # 7: Benefits attained (tangible or intangible)

Saving of Taka ????? per month

Potential saving from generation of error-free information

Speed due automation

Payback period - ?? months

Slide # 8: Challenges now and in the future

Maintenance

System

Hardware

After sales service by the vendor