

IDENTIFYING EMPLOYEES AFFECTED BY A SYSTEM

- 1) What is the system designed to do?
  
- 2) Whose needs will it meet and how?
  
- 3) List all the fields or data items you wish in the system. For each data item list:
  - data item
  - how you will find the information e.g. from existing forms or new forms
  - who will provide the information
  - how you will use the information
  
- 4) State how often you will need to update the system and how often you will need to search it.
  
- 5) If possible give examples of the types of reports you would like to generate and how often you would like to generate them.
  
- 6) Reviewing the above material make a list of all the people affected by the system using the following type of chart:

DATA PROVIDER

NAME	JOB	IMPACT ON JOB

DATA INPUTTER

NAME	JOB	IMPACT ON JOB

DATA USER

NAME	JOB	IMPACT ON JOB