CHECKLIST FOR MANAGERS

PART I

In order to assist you in effectively introducing high technology to your organization, the following checklist has been developed. It is broken into two parts with the first part dealing with system needs and the second part dealing with employee needs.

Answer all the questions not applicable, yes or no. If the answer to any question is no, then you have identified a potential problem which may require solving.

System Needs	N/A	Yes	No
1) Do you have the support of your management?			
2) Do the staff involved know how to do a needs analysis and draft their proposals?			
3) Are the employees involved in any way with the system computer-literate?			
4) Are you automating an existing successful manual operation?			
5) Is the automated system the same as the manual system?			
6) Can you operate the system in all the languages you need, e.g. French, English, Foreign?			
7) Do you understand your role and the role of the consultant?			
8) Do you and the analyst agree that automation is worthwhile?			
9) Have you defined all your needs?			
10) Do you know how you will capture the data?			
11) Do you have commitment from the people who are going to supply the data?			
12) Has everyone agreed on the standard format the data will take?			
13) Are all the users for the system identified?			