

USECASEDIAGRAM

BOOKREVIEWS

CASESTUDIES

SADPAPER

This work is licensed under a [Creative Commons Attribution-Noncommercial-Share Alike 3.0 Philippines License](https://creativecommons.org/licenses/by-nc-sa/3.0/philippines/).



PORTFOLIO ON SYSANAL

By;

Camz Maddela

PREFACE

At first, I thought SYSANAL is all about discussing systems and how it works. I never thought it will focus on doing use cases, case studies and book reviews every week. This term is the most complicated I had so far because of SYSANAL. But it also made me realize that it is better to experience this kind of difficulty in my studies on the 4th term so that by the time comes that I will be taking up other major subjects, I will be more at ease because Sir Paul Pajo taught us and trained us to handle a lot of things. This experience in SYSANAL also helped me to know my strengths and weaknesses not just in studying but also in dealing with other people.

This experience is truly a memorable one for me because this is the time where I was able to discover a lot of things not just in my life but also in others. It helped me get to know more people and bond with them because of SYSANAL.

TABLE OF CONTENTS

Book Reviews and Case Studies	pp. 4- 40
Use Case Diagrams	pp. 41- 49
SAD paper	pp. 50- 91
References	p. 92

Maddela, Camille R.

05/27/08

BS- IM SYSANAL

Mr. Pajo

CASE STUDY: PAYPAL

There are a lot of things I learned when I read the article about Paypal. But there are three major things that I think I should keep in mind from this day on. First is that, all of your ideas are possible but not all of them will be successful and will be accepted by the people. Second is, you need to have the passion and the determination in order to pursue whatever project you are doing. And the last is, you should know how to deal with different kinds of people.

People have a lot of things they want to do but people can't do things perfectly. There will always be frauds and not all will be accepted and needed by the people. In whatever career we take, we have to always keep in mind the people, their demands and their necessities.

I also learned that before doing a start- up, we should really be passionate and determined about it because it will never going to be easy especially when we start implementing the project and when we have a great demand because this is the stage where all the errors, all the things that needs to updated and all the frauds will come out.

And sometimes, because of the demand, the system will break down.

This article also taught me to value and give importance to my subjects which will help me and train me on how to be a good speaker. In this career, communication skills is very important because you will meet a lot of people who will be interested in your project and

people who will sabotage your project so you have to be good in marketing your project. This is where your communication skills will be needed because you have to know how to deal with different kinds of people and as always, you cannot please all of them.

Maddela, Camille R.

05/27/08

BS- IM SYSANAL

Mr. Pajo

CASE STUDY: HOTMAIL

Reading an article about start- ups is very interesting because you'll get to learn things that you will need in this career. Three important things that we should keep in mind are, in commencing a start- up, we don't need hundreds of people working with us to make the project successful, we also don't need too much experience on the business world and we should know our users and what they need.

Beginning a start- up is difficult because you need to be very detailed in every thing you will do. But even though it has a lot of work to do, you don't need many people to do it as long as there are some people who can help you with it. Sometimes it's easier to work with small groups of people because you can explain it to them in a very detailed manner.

Not all successful projects are made by people who have more experience in this industry. Most of them are just fresh graduates and it doesn't need many years of experience to create a start- up and make it a successful one. You just need to have the knowledge to create a start- up which will give a big impact on users.

One of the most important things we need is to know our users and to know what they want not just what they need. We have to know their demands and we have to be able to supply them with that because we have to prioritize them and not just what we want.

Maddela, Camille R.

05/27/08

BS- IM SYSANAL

Mr. Pajo

BOOK REVIEW

Systems Analysis and Design Methods: Fourth Edition

By: Jeffrey L. Whitten and Lonnie D. Bentley

Ref. # QA 76.9 S88 W48 1998

QUOTE: “The systems analyst is called a change agent. This person's role is to help an organization want to exploit the latest technological innovations for the good of the organization and to help the organization understand how to exploit this technology.”

This book review is basically about the modern systems analyst. Systems analysts design computer- based systems that manufacture information that is needed in business applications. Some businesses have separated the role of the traditional systems analyst into two roles and those are a business analyst to focus on business requirements and on application analyst to focus on technical design.

In doing so, they follow a step- by – step process in order to have an effective problem- solving approach and it is called Systems Development Life Cycle or SDLC. It has 7 steps and these are: Planning, Designing, Implementing, Testing, Analyzing, Deployment and Maintaining.

Most systems analysts work in central information services units of companies, but they are being relocated to decentralize business units to get them closer to their customers. The customer of system analysts are the owners and users of information systems and computer applications. In the problem- solving process, there are five roles of management and users and those are: Planning, Analyzing, Designing, Implementing and Supporting. In these roles, one or more users may participate while working as systems or application analyst.

There are also some business trends in which a system can improve a business. There are Total Quality Management, which has a comprehensive approach, Business Process Redesign, which is the study, analysis and redesign of fundamental business processes and there is the Continuous Process Improvement wherein there is a continuous monitoring of business processes. Because of this, we can say that a systems analyst is an agent of change because they are the ones who explains to us how the new technologies can benefit in the companies.

A system analyst should be skilled when it comes to high- level programming languages but many organizations nowadays are shifting to Visual Programming languages or Object-Oriented Programming languages to improve productivity in applications development through rapid prototyping and the use of objects.

And because of all these things, career prospects for systems analysts will remain strong because the demand is increasing and the industry needs systems analysts to meet the seemingly endless demands for more computer- based systems.

Maddela, Camille R.

05/27/08

BS- IM SYSANAL

Mr. Pajo

CASE STUDY: PAYPAL

There are a lot of things I learned when I read the article about Paypal. But there are three major things that I think I should keep in mind from this day on. First is that, all of your ideas are possible but not all of them will be successful and will be accepted by the people. Second is, you need to have the passion and the determination in order to pursue whatever project you are doing. And the last is, you should know how to deal with different kinds of people.

People have a lot of things they want to do but people can't do things perfectly. There will always be frauds and not all will be accepted and needed by the people. In whatever career we take, we have to always keep in mind the people, their demands and their necessities.

I also learned that before doing a start-up, we should really be passionate and determined about it because it will never going to be easy especially when we start implementing the project and when we have a great demand because this is the stage where all the errors, all the things that needs to updated and all the frauds will come out.

And sometimes, because of the demand, the system will break down.

This article also taught me to value and give importance to my subjects which will help me and train me on how to be a good speaker. In this career, communication skills is very important because you will meet a lot of people who will be interested in your project and people who will sabotage your project so you have to be good in marketing your project. This is where your communication skills will be needed because you have to know how to deal with different kinds of people and as always, you cannot please all of them.

Maddela, Camille R.

05/27/08

BS- IM SYSANAL

Mr. Pajo

CASE STUDY: HOTMAIL

Reading an article about start- ups is very interesting because you'll get to learn things that you will need in this career. Three important things that we should keep in mind are, in commencing a start- up, we don't need hundreds of people working with us to make the project successful, we also don't need too much experience on the business world and we should know our users and what they need.

Beginning a start- up is difficult because you need to be very detailed in every thing you will do. But even though it has a lot of work to do, you don't need many people to do it as long as there are some people who can help you with it. Sometimes it's easier to work with small groups of people because you can explain it to them in a very detailed manner.

Not all successful projects are made by people who have more experience in this industry. Most of them are just fresh graduates and it doesn't need many years of experience to create a start- up and make it a successful one. You just need to have the knowledge to create a start- up which will give a big impact on users.

One of the most important things we need is to know our users and to know what they want not just what they need. We have to know their demands and we have to be able to supply them with that because we have to prioritize them and not just what we want.

Maddela, Camille R.

05/27/08

BS- IM SYSANAL

Mr. Pajo

BOOK REVIEW

Systems Analysis and Design Methods: Fourth Edition

By: Jeffrey L. Whitten and Lonnie D. Bentley

Ref. # QA 76.9 S88 W48 1998

QUOTE: “The systems analyst is called a change agent. This person's role is to help an organization want to exploit the latest technological innovations for the good of the organization and to help the organization understand how to exploit this technology.”

This book review is basically about the modern systems analyst. Systems analysts design computer- based systems that manufacture information that is needed in business applications. Some businesses have separated the role of the traditional systems analyst into two roles and those are a business analyst to focus on business requirements and on application analyst to focus on technical design.

In doing so, they follow a step- by – step process in order to have an effective problem- solving approach and it is called Systems Development Life Cycle or SDLC. It has 7 steps and these are: Planning, Designing, Implementing, Testing, Analyzing, Deployment and Maintaining.

Most systems analysts work in central information services units of companies, but they are being relocated to decentralize business units to get them closer to their customers. The customer of system analysts are the owners and users of information systems and computer applications. In the problem- solving process, there are five roles of management and users and those are: Planning, Analyzing, Designing, Implementing and Supporting. In these roles, one or more users may participate while working as systems or application analyst.

There are also some business trends in which a system can improve a business. There are Total Quality Management, which has a comprehensive approach, Business Process Redesign, which is the study, analysis and redesign of fundamental business processes and there is the Continuous Process Improvement wherein there is a continuous monitoring of business processes. Because of this, we can say that a systems analyst is an agent of change because they are the ones who explains to us how the new technologies can benefit in the companies.

A system analyst should be skilled when it comes to high- level programming languages but many organizations nowadays are shifting to Visual Programming languages or Object-Oriented Programming languages to improve productivity in applications development through rapid prototyping and the use of objects.

And because of all these things, career prospects for systems analysts will remain strong because the demand is increasing and the industry needs systems analysts to meet the seemingly endless demands for more computer- based systems.

Maddela, Camille R.

06./10/08

BS-IM SYSANAL

Mr. Pajo

CASE STUDY: Evan Williams- Cofounder, Pyra Labs (Blogger.com)

When I found out that Evan Williams dropped out from college because he thought that he doesn't need any degree and he don't want to work with anyone, I thought this will be an exciting article. I didn't know what to expect at first because he didn't finish his college and I think he will have a hard time selling his program.

Evan Williams is so eager and he is so confident that he will start his own thing and that is one of the things that I've learned in reading several articles like his article. Being so determined and passionate about your dreams are some of the important keys that you need in order for you to reach that dream and that is what Evan Williams have. He educate himself with the things he need like web development in order for him to be knowledgeable about what he wants to do. Having the knowledge on what you want will make it easy for you to process and to produce what kind of program you want. Now, even if you are not making a business, you must know at least the basics of what you are doing because you can never start something without you knowing what is the right thing to do.

Another important thing that I've learned while reading this article is that networks and connections are really, really important especially when you are starting your own business. You have to know a lot of people because that's the same people who will help you in your good times and in your bad times. You have to know how to approach them and how to talk to them regarding your project. You have to learn how to speak correctly and in the proper way so that you can please the people and you can ask them for funds.

One thing that struck me most when I was reading Evan Williams' article was when he said "luck comes in many forms". It struck me because most of the time, I ask myself when will I be lucky and there was one time when my best friend told me that sometimes, other people

see you as a very lucky person but you don't notice it. Sometimes, we have to be informed by other people just for us to notice how lucky we are. And sometimes, we have to believe that we will not be lucky every time because we have to test ourselves how strong we are and how patient we can be just for us to be successful.

Maddela, Camille R.

06/10/08

BS-IM SYSANAL

Mr. Pajo

CASE STUDY: Ray Ozzie- Founder, Iris Associates, Groove Networks

Ray Ozzie really gave importance to what the users need and what will make it easy for the consumers. I've learned a lot from this article and the things that I've learned will help me not just for my future but it will also help me to be a better person now.

I have learned that one of the things you need to do in order for you to be successful is to work really hard just to make others' life easy. When you create a program, you should make sure that the users will understand it and they will not have a hard time using it and installing it. my father is not fond of computers and one time he asked me to teach him how to install something and it needs a lot of installation information so that my dad got pissed and he asked me to stop it. He thought that it will be easy to install something without typing and clicking on too much buttons.

I also learned that maintaining and updating your program plays a big part in order for your program to be used by people. You should be in the track what the people want and what the people need so that you can update your program with those things. Updating your program and making it useful and helpful for people will helps you to be in the market for a long period of time.

Another important thing that I learned when reading this article is believing in yourself. If you concentrate on something and you believe in yourself that you will be able to do the things that you want to do, you will definitely be able to do it. When you believe in yourself, you will gain the confidence and the determination that you need to make a successful program. I also learned that experience in working in other companies is very, very important because that is where you learn and you expose yourself to what it is like when you have your own business. You will also encounter different kinds of people and you will know who are the

people to trust and you will be familiar with how other people do their jobs and get some tips or techniques on how to be a leader and how to respect and appreciate what other people's skills are. Sometimes it is in those people that you learn a lot of things that will help you become a better person.

Maddela, Camille R.

06/10/08

BS-IM SYSANAL

Mr. Pajo

CASE STUDY: Mitchell Kapor- Cofounder, Lotus Department

Mitchell Kapor, cofounder of Lotus Department, was very different from the other founders I read because he really learned from his own mistakes.

One thing I learned from him is that you shouldn't really underestimate other people. Aside from his experience, I also judged a person before because she really doesn't seem to understand our lesson and when she became a part of our group, I felt disappointed because I thought that she can't help us and maybe she will be the reason why we will not get the grade we deserve to have. But when we were making the project, I never thought she will share tons of ideas which in the end made our grade higher than what we expected. And now that I read the article about Mitchell Kapor's experiences, I really told myself that I will try my best not to judge other people just because they look like they can't do anything will help me or my group. Sometimes, the people that you least expect to be helpful will be the people who will help you reach the top.

I also learned that you should know what is in demand before you create something because not all programs will be supported by the people so you have to know what they want and what they need if you want your project to be a successful one. Being at the right place at the right time really helped them because that's what the people want and it was sold for a very reasonable price which expanded the market.

One thing that I admire in Mitchell Kapor is that he really learned from his mistakes. He admitted that he made big mistakes in hiring people and in not having discipline. From the previous articles I've read, I really learned that hiring people should really go through a lot of process because sometimes, the people you hired are not the exact people you will need in order to help you and your business become successful. When I was in high school, my English teachers taught us to have discipline in making our research paper because if we don't take things seriously and we just look for things that should be part of our paper, we cannot make a

good research paper. We should also know how to make those ideas appear to be something better and something that will leave a mark on our readers. Discipline should be present in all that we do because if we are not disciplined, we won't be able to reach our goals because that's what keeps us from doing the right thing at the right time.

The last thing that I've learned in this article is that I should be knowledgeable enough and I should be ready to whatever problems I will encounter. It's alright to commit mistakes and learn from it on your own but you should know how to surpass all of it and apply the things you've learned because it is in what you've learned that will help you become the successful person you want to be.

Maddela, Camille R.

06/10/08

BS-IM SYSANAL

Mr. Pajo

BOOK REVIEW

Systems Analysis and Design Methods: Fourth Edition

By: Jeffrey L. Whitten and Lonnie D. Bentley

Ref. # QA 76.9 S88 W48 1998

This book review is all about output design and prototyping. The first thing that I learned are the basic types of computer outputs. There are two types of computer outputs and these are the external outputs and the internal outputs. External outputs leave and re- enter the system while the Internal outputs stay inside the system to support the system's users and managers.

Outputs also uses different types of media and format. A Medium is where the output information is recorded on and a Format is the way the information is displayed on a medium. There are alternative media in presenting information such as microfilm, microfiche and video. There are also alternative formats in presenting information like tabular outputs, zoned outputs, bar charts, graphic output, column chart, pie charts, line charts, scatter charts and narrative outputs.

This review will not be complete without the steps on how to prototype and design computer outputs. The first step is by identifying the system outputs. The outputs can be easily identified by their dataflow diagrams and by other data models. The second step is to select output the best medium and the best format by identifying what type of an output it is and what is its purpose. The last step would be prototyping the output for system users and involving the users by getting their opinions to improve the system.

By reading the chapter of the book, you will understand the techniques and the other ways on how to design and prototype computer outputs because you can now identify and

describe the types of computer outputs. you can now also understand the different formats and medium for outputs. And by learning the different alternatives for media and format, we can now present it correctly.

Maddela, Camille R.

06./10/08

BS-IM SYSANAL

Mr. Pajo

CASE STUDY: Evan Williams- Cofounder, Pyra Labs (Blogger.com)

When I found out that Evan Williams dropped out from college because he thought that he doesn't need any degree and he don't want to work with anyone, I thought this will be an exciting article. I didn't know what to expect at first because he didn't finish his college and I think he will have a hard time selling his program.

Evan Williams is so eager and he is so confident that he will start his own thing and that is one of the things that I've learned in reading several articles like his article. Being so determined and passionate about your dreams are some of the important keys that you need in order for you to reach that dream and that is what Evan Williams have. He educate himself with the things he need like web development in order for him to be knowledgeable about what he wants to do. Having the knowledge on what you want will make it easy for you to process and to produce what kind of program you want. Now, even if you are not making a business, you must know at least the basics of what you are doing because you can never start something without you knowing what is the right thing to do.

Another important thing that I've learned while reading this article is that networks and connections are really, really important especially when you are starting your own business. You have to know a lot of people because that's the same people who will help you in your good times and in your bad times. You have to know how to approach them and how to talk to them regarding your project. You have to learn how to speak correctly and in the proper way so that you can please the people and you can ask them for funds.

One thing that struck me most when I was reading Evan Williams' article was when he said "luck comes in many forms". It struck me because most of the time, I ask myself when will I be lucky and there was one time when my best friend told me that sometimes, other people see you as a very lucky person but you don't notice it. Sometimes, we have to be informed by other people just for us to notice how lucky we are. And sometimes, we have to believe that we

will not be lucky every time because we have to test ourselves how strong we are and how patient we can be just for us to be successful.

Maddela, Camille R.

06/10/08

BS-IM SYSANAL

Mr. Pajo

CASE STUDY: Ray Ozzie- Founder, Iris Associates, Groove Networks

Ray Ozzie really gave importance to what the users need and what will make it easy for the consumers. I've learned a lot from this article and the things that I've learned will help me not just for my future but it will also help me to be a better person now.

I have learned that one of the things you need to do in order for you to be successful is to work really hard just to make others' life easy. When you create a program, you should make sure that the users will understand it and they will not have a hard time using it and installing it. My father is not fond of computers and one time he asked me to teach him how to install something and it needs a lot of installation information so that my dad got pissed and he asked me to stop it. He thought that it will be easy to install something without typing and clicking on too much buttons.

I also learned that maintaining and updating your program plays a big part in order for your program to be used by people. You should be in the track what the people want and what the people need so that you can update your program with those things. Updating your program and making it useful and helpful for people will help you to be in the market for a long period of time.

Another important thing that I learned when reading this article is believing in yourself. If you concentrate on something and you believe in yourself that you will be able to do the things that you want to do, you will definitely be able to do it. When you believe in yourself, you will gain the confidence and the determination that you need to make a successful program. I also learned that experience in working in other companies is very, very important because that is where you learn and you expose yourself to what it is like when you have your own business. You will also encounter different kinds of people and you will know who are the people to trust and you will be familiar with how other people do their jobs and get some tips or techniques on how to be a leader and how to respect and appreciate what other people's

skills are. Sometimes it is in those people that you learn a lot of things that will help you become a better person.

Maddela, Camille R.

06/10/08

BS-IM SYSANAL

Mr. Pajo

CASE STUDY: Mitchell Kapor- Cofounder, Lotus Department

Mitchell Kapor, cofounder of Lotus Department, was very different from the other founders I read because he really learned from his own mistakes.

One thing I learned from him is that you shouldn't really underestimate other people. Aside from his experience, I also judged a person before because she really doesn't seem to understand our lesson and when she became a part of our group, I felt disappointed because I thought that she can't help us and maybe she will be the reason why we will not get the grade we deserve to have. But when we were making the project, I never thought she will share tons of ideas which in the end made our grade higher than what we expected. And now that I read the article about Mitchell Kapor's experiences, I really told myself that I will try my best not to judge other people just because they look like they can't do anything will help me or my group. Sometimes, the people that you least expect to be helpful will be the people who will help you reach the top.

I also learned that you should know what is in demand before you create something because not all programs will be supported by the people so you have to know what they want and what they need if you want your project to be a successful one. Being at the right place at the right time really helped them because that's what the people want and it was sold for a very reasonable price which expanded the market.

One thing that I admire in Mitchell Kapor is that he really learned from his mistakes. He admitted that he made big mistakes in hiring people and in not having discipline. From the previous articles I've read, I really learned that hiring people should really go through a lot of process because sometimes, the people you hired are not the exact people you will need in order to help you and your business become successful. When I was in high school, my English teachers taught us to have discipline in making our research paper because if we don't take things seriously and we just look for things that should be part of our paper, we cannot make a good research paper. We should also know how to make those ideas appear to be something

better and something that will leave a mark on our readers. Discipline should be present in all that we do because if we are not disciplined, we won't be able to reach our goals because that's what keeps us from doing the right thing at the right time.

The last thing that I've learned in this article is that I should be knowledgeable enough and I should be ready to whatever problems I will encounter. It's alright to commit mistakes and learn from it on your own but you should know how to surpass all of it and apply the things you've learned because it is in what you've learned that will help you become the successful person you want to be.

Maddela, Camille R.

06/10/08

BS-IM SYSANAL

Mr. Pajo

BOOK REVIEW

Systems Analysis and Design Methods: Fourth Edition

By: Jeffrey L. Whitten and Lonnie D. Bentley

Ref. # QA 76.9 S88 W48 1998

This book review is all about output design and prototyping. The first thing that I learned are the basic types of computer outputs. There are two types of computer outputs and these are the external outputs and the internal outputs. External outputs leave and re- enter the system while the Internal outputs stay inside the system to support the system's users and managers.

Outputs also uses different types of media and format. A Medium is where the output information is recorded on and a Format is the way the information is displayed on a medium. There are alternative media in presenting information such as microfilm, microfiche and video. There are also alternative formats in presenting information like tabular outputs, zoned outputs, bar charts, graphic output, column chart, pie charts, line charts, scatter charts and narrative outputs.

This review will not be complete without the steps on how to prototype and design computer outputs. The first step is by identifying the system outputs. The outputs can be easily identified by their dataflow diagrams and by other data models. The second step is to select output the best medium and the best format by identifying what type of an output it is and what is its purpose. The last step would be prototyping the output for system users and involving the users by getting their opinions to improve the system.

By reading the chapter of the book, you will understand the techniques and the other ways on how to design and prototype computer outputs because you can now identify and

describe the types of computer outputs. you can now also understand the different formats and medium for outputs. And by learning the different alternatives for media and format, we can now present it correctly.

Maddela, Camille R.
BS- IS SYSANAL

06/24/08
Mr. Pajo

CASE STUDY

Paul Buchheit
Creator, Gmail

Paul Buchheit was the creator and lead developer of Gmail. He was also the 23rd employee of Google.

I had fun reading the article about him maybe because I am familiar with what he did. I learned a lot from him and I learned the right attitude when you are doing a start up. One of the things I learned from him is that it's ok if you have lots of ideas as long as you know how to work with it and even though it didn't turn out exactly the way you wanted it to be, at least you've tried. Not all the things you do will be successful but from all of those ideas, you will learn the things you have to learn in order for your program to be successful. In life, it's ok to commit some mistakes as long as we learn from it and avoid doing it again.

In doing a start up, we have to keep in mind the people purchasing it and if they will be able to use it properly and efficiently. If someone complains with whatever problem he/ she encounters, we have to be able to find the right solutions to that problem and to find ways on how to prevent it from happening again. In every problem you will encounter, you have to be able to supply the right solutions to be able to fix the problem.

Some people think that the people who are now successful are the people who are lucky enough to be given the opportunity to be triumphant. Another thing I've learned from Paul Buchheit is that successful people are in their positions right now not just because of luck but also because of their ideas who are really helpful to make a good program or product or just an idea that will be helpful for an organization. In the business world, you will not survive if you don't have the brains to share your wise ideas. Luck is not enough for you to be successful because luck will not help you find the right answers or solutions to whatever problem you will encounter in your job.

Maddela, Camille R.
BS- IS SYSANAL

06/24/08
Mr. Pajo

CASE STUDY

Steve Perlman

Cofounder, WebTV

Steve Perlman is one of the leading experts on display technology.

One thing I've learned about Steve Perlman is that he focused on communicating with other people and the things that will help people communicate to other people. He really value the importance of communication and he thinks that it's better to say the things you want to say in a person face-to-face whether it's a good thing or a bad thing. It's better to tell them the things they have to improve on to make them aware of their attitude than to stab them in the back and without them knowing what is wrong.

Less of communication form the people around you may result to some quarrels. It is hard to deal with a problem especially if it is because some of your work mates don't get along with each other. An organization will never be an organization if there are no people working together to build something that will be successful. A company should have people working together on different thoughts and be able to come up with good ideas based on the different thought of each member. The people in a company should get along with each other because that's one of the important things a company must have, people in good terms with each other.

Another thing I've learned from Steve Perlman is that you should know your program. You should be able to trust yourself and your workmates that you will be able to come up with a successful program. You should be positive about the things you will do and you should be confident that your program will turn out to be a successful one. You shouldn't hesitate on your program and you should know the things you have to do whenever some things will not turn out to be right.

Maddela, Camille R.

BS- IS SYSANAL

06/24/08

Mr. Pajo

CASE STUDY

Mike Ramsay

Cofounder, TiVo

In reading the article about Mike Ramsay, there are three things that I've learned in order to be successful in a business. These three things are spirit, publicity and competitiveness.

First thing I've learned is that being confident with whatever you do will help you achieve your goals. If you are confident in what you are doing, you'll surely do the right things and eventually help you become successful.

Second is about publicity. In this business, you should have a lot of connection with different company and different groups of people because in order for your program to be known by people, you need to have advertisements and other forms of publicity to make the people aware that you will be releasing a new program and on how it is important or beneficial to the people.

In any business, competitors are always there and you have to build a program competitive enough for you to stay long in the market. Being competitive in what you do is not a bad thing. It's just a way of proving yourself and showing to the people what you have done and how confident you are on what you did. If you are competitive enough and you built a strong foundation among your members or among your group, you have a room in the successful companies.

Maddela, Camille R.

BS- IS

07/01/08

Mr. Pajo

CASE STUDY:

Paul Graham

Cofounder, Viaweb

Paul Graham is the cofounder of Viaweb. According to Wikipedia, Viaweb is a web-based application that allows users to build and host their own online stores with little effort and technical expertise, directly from their own web browser

I learned four things while reading this article. One is about dealing with people, second is about the deals we made in a business, third is telling the truth to the users and lastly, doing a start up with the cheapest way possible.

Technical people and computer people are very professional when it comes to dealing with different types of software. Most of these people are very poor when it comes to dealing with their clients and users. So one of the most important thing I learned from Paul Graham is that if you want to be successful in this business, you have to be good on two components, the Computer skills and the Communication skills. Communication skills is very important because you will use it in selling or marketing your product or software and it will be very helpful if you know how to talk to your clients properly to attract them in buying your software.

“It’s never a deal till the money is in the bank.” This quotation struck me the most because I realized that it is really true. Sometimes even if everything went well, you will still get that deal in the end. So you have to call it a deal when both of the parties agreed to one thing. This quotation doesn’t necessarily apply in a situation which involves money. We can also apply it in our daily life. Sometimes we want something and we feel that we are an inch close to getting what we want but eventually we sometimes realize that it will never be ours and we will just stay close to that when in fact we’re so far away from getting that.

Another thing I learned from Paul Graham is that when marketing the software, we should be confident in what we did and we should tell the truth about what our software is made of and if it will be helpful for them and in what way can they use it in their daily living. It’s actually true that when we tell the truth, it will be easy for us to say it to different kinds of people in different times because that’s what really the software is about. And in doing a start-up you should be able to know every detail that you place to make that software work.

Last thing I learned from Paul Graham is that you don't need a lot of money to make a start up because if you can do it in the cheapest way you can, it's better. As long as it is working properly, you don't need to purchase expensive things that you will need to create your software.

Start up is about making a program or a software that will help the people. It's about what the people needs.

CASE STUDY

Joshua Schachter

Founder, del.i.cio.us

Joshua Schachter is the founder of del.i.cio.us. del.i.cio.us is a social bookmarking web service for storing, sharing, and discovering web bookmarks.

One of the things I learned from Joshua Schachter is that it's ok to be slow in making or in programming your software because you really have to check every detail of it because it's very hard to fix some parts of it when you are done. Sometimes it's better to be slow but sure, than to be fast but you have to repeat the process all over again because you keep on missing some details of it in order for it to work properly.

I also learned that if you are given an extent to what you are doing, it allows you to think wider and realistic things that will help you in doing your program. It allows you to be more productive and it brings out your creative side. In my experience, I was able to give right answers if I'm pressured than when I know I have a lot of time to do it and to think about it. Sometimes you get more confused when you think too much because too much information will run to your mind and eventually you will lose the sense of what you are thinking.

Last very important thing I learned from Joshua Schachter is that doing less is so important. You don't have to add so many features to make it look attractive. The simpler the better. Sometimes, by adding too many features, you complicate things and the consumers will get an idea that your program is hard to manipulate. By that, you will lose users. In making a software, you just have to put the things that the users will use. You don't have to put so many features and eventually miss out the important features that will be helpful for the consumers.

Maddela, Camille R.

BS-IM SYSANAL

06/10/08

Mr. Pajo

CASE STUDY: Mitchell Kapor- Cofounder, Lotus Department

Mitchell Kapor, cofounder of Lotus Department, was very different from the other founders I read because he really learned from his own mistakes.

One thing I learned from him is that you shouldn't really underestimate other people. Aside from his experience, I also judged a person before because she really doesn't seem to understand our lesson and when she became a part of our group, I felt disappointed because I thought that she can't help us and maybe she will be the reason why we will not get the grade we deserve to have. But when we were making the project, I never thought she will share tons of ideas which in the end made our grade higher than what we expected. And now that I read the article about Mitchell Kapor's experiences, I really told myself that I will try my best not to judge other people just because they look like they can't do anything will help me or my group. Sometimes, the people that you least expect to be helpful will be the people who will help you reach the top.

I also learned that you should know what is in demand before you create something because not all programs will be supported by the people so you have to know what they want and what they need if you want your project to be a successful one. Being at the right place at the right time really helped them because that's what the people want and it was sold for a very reasonable price which expanded the market.

One thing that I admire in Mitchell Kapor is that he really learned from his mistakes. He admitted that he made big mistakes in hiring people and in not having discipline. From the previous articles I've read, I really learned that hiring people should really go through a lot of process because sometimes, the people you hired are not the exact people you will need in order to help you and your business become successful. When I was in high school, my English teachers taught us to have discipline in making our research paper because if we don't take things seriously and we just look for things that should be part of our paper, we cannot make a good research paper. We should also know how to make those ideas appear to be something better and something that will leave a mark on our readers. Discipline should be present in all that we do because if we are not disciplined, we won't be able to reach our goals because that's what keeps us from doing the right thing at the right time.

The last thing that I've learned in this article is that I should be knowledgeable enough and I should be ready to whatever problems I will encounter. It's alright to commit mistakes and learn from it on your own but you should know how to surpass all of it and apply the things you've learned because it is in what you've learned that will help you become the successful person you want to be.

Maddela, Camille R.
BS-IM SYSANAL

06/10/08
Mr. Pajo

CASE STUDY: Ray Ozzie- Founder, Iris Associates, Groove Networks

Ray Ozzie really gave importance to what the users need and what will make it easy for the consumers. I've learned a lot from this article and the things that I've learned will help me not just for my future but it will also help me to be a better person now.

I have learned that one of the things you need to do in order for you to be successful is to work really hard just to make others' life easy. When you create a program, you should make sure that the users will understand it and they will not have a hard time using it and installing it. my father is not fond of computers and one time he asked me to teach him how to install something and it needs a lot of installation informataion so that my dad got pissed and he asked me to stop it. He thought that it will be easy to install something without typing and clicking on too much buttons.

I also learned that maintaining and updating your program plays a big part in order for your program to be used by people. You should be in the track what the people want and what the people need so that you can update your program with those things. Updating your program and making it useful and helpful for people will helps you to be in the market for a long period of time.

Another important thing that I learned when reading this article is believing in yourself. If you concentrate on something and you believe in yourself that you will be able to do the things that you want to do, you will definitely be able to do it. When you believe in yourself, you will gain the confidence and the determination that you need to make a successful program. I also learned that experience in working in other companies is very, very important because that is where you learn and you expose yourself to what it is like when you have your own business. You will also encounter different kinds of people and you will know who are the people to trust and you will be familiar with how other people do their jobs and get some tips or techniques on how to be a leader and how to respect and appreciate what other people's skills are. Somethimes it is in those people that you learn a lot of things that will help you become a better person.

CASE STUDY: Evan Williams- Cofounder, Pyra Labs (Blogger.com)

When I found out that Evan Williams dropped out from college because he thought that he doesn't need any degree and he don't want to work with anyone, I thought this will be an exciting article. I didn't know what to expect at first because he didn't finish his college and I think he will have a hard time selling his program.

Evan Williams is so eager and he is so confident that he will start his own thing and that is one of the things that I've learned in reading several articles like his article. Being so determined and passionate about your dreams are some of the important keys that you need in order for you to reach that dream and that is what Evan Williams have. He educate himself with the things he need like web development in order for him to be knowledgeable about what he wants to do. Having the knowledge on what you want will make it easy for you to process and to produce what kind of program you want. Now, even if you are notmaking a business, you must know at least the basics of what you are doing because you can never start something without you knowing what is the right thing to do.

Another important thing that I've learned while reading this article is that networks and connections are really, really important especially when youa re starting your own business. You have to know a lot of people because that's the same people who will help you in your good times and in your bad times. You have to know how to approach them and how to talk to them regarding your project. You have to learn how to speak correctly and in the proper way so that you can please the people and you can ask them for funds.

One thing that struck me most when I was reading Evan Williams' article was when he said "luck comes in many forms". It struck me becasue most of the time, I ask myself when will I be lucky and there was one time when my best friend told me that sometimes, other people see you as a very lucky person but you don't notice it. Sometimes, we have to be informed by other people just for us to notice how lucky we are. And sometimes, we have to believe that we will not be lucky everytime because we have to test ourselves how strong we are and how patient we can bejust for us to be successful.

Maddela, Camille R.
BS-IM SYSANAL

06/10/08
Mr. Pajo

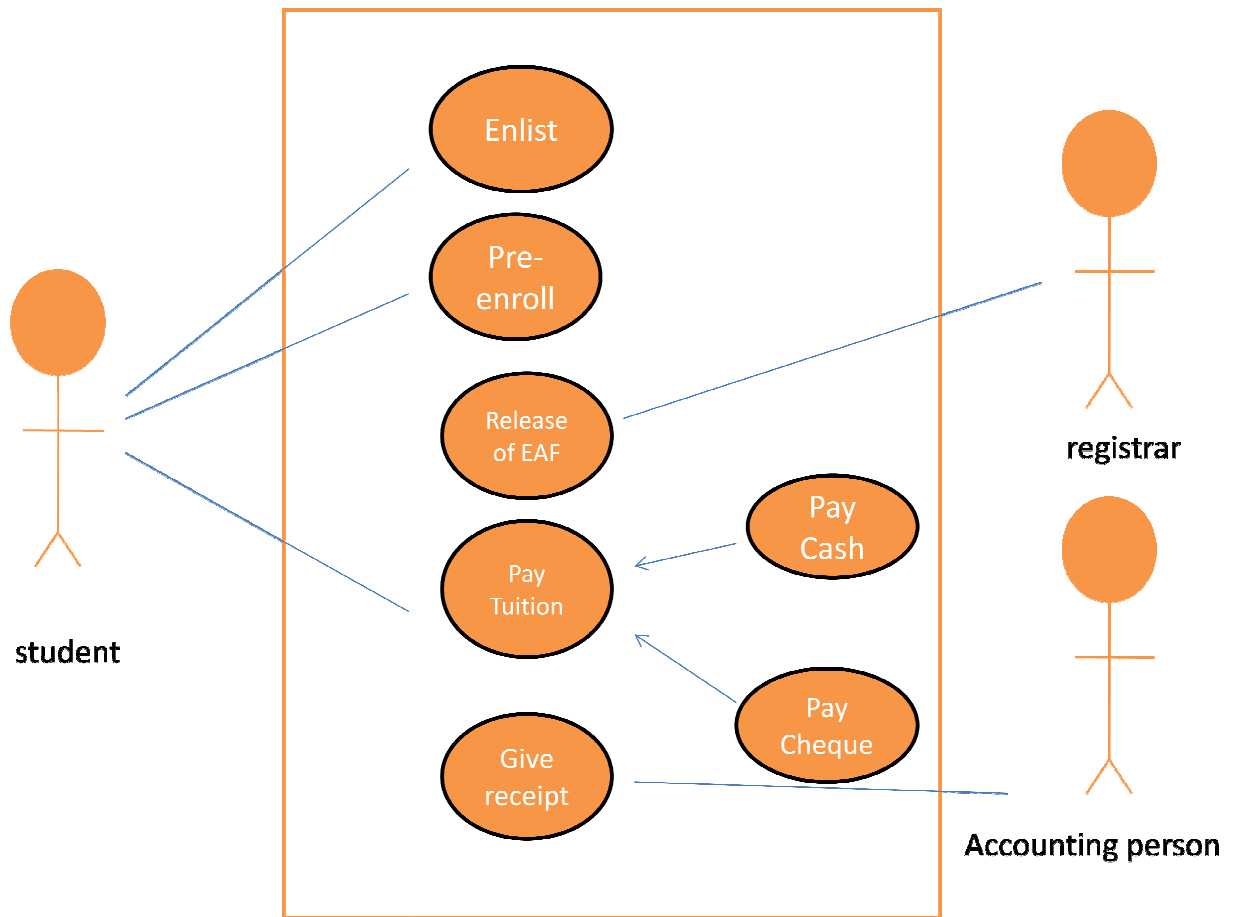
This book review is all about output design and prototyping. The first thing that I learned are the basic types of computer outputs. There are two types of computer outputs and these are the external outputs and the internal outputs. External outputs leave and re- enter the

system while the Internal outputs stay inside the system to support the system's users and managers.

Outputs also uses different types of media and format. A Medium is where the output information is recorded on and a Format is the way the information is displayed on a medium. There are alternative media in presenting information such as microfilm, microfiche and video. There are also alternative formats in presenting information like tabular outputs, zoned outputs, bar charts, graphic output, column chart, pie charts, line charts, scatter charts and narrative outputs.

This review will not be complete without the steps on how to prototype and design computer outputs. The first step is by identifying the system outputs. The outputs can be easily identified by their dataflow diagrams and by other data models. The second step is to select output the best medium and the best format by identifying what type of an output it is and what is its purpose. The last step would be prototyping the output for system users and involving the users by getting their opinions to improve the system.

By reading the chapter of the book, you will understand the techniques and the other ways on how to design and prototype computer outputs because you can now identify and describe the types of computer outputs. you can now also understand the different formats and medium for outputs. And by learning the different alternatives for media and format, we can now present it correctly.



Identification Summary:

Title:	Enrollment System
Summary:	This use case allows the student to settle the payments for his/her
	tuition fee.

Actors: Student, Registrar and the Accounting Person
Creation Date: June 4, 2008
Version: 1.0
Date of Update:
Person in Charge: Camille R. Maddela

Flow of Events:

Preconditions:

- Student must be enrolled on the previous term
- Student must enlist
- Student must choose the schedule they want during the pre- enrollment
- Student must get their EAF from the Registrar
- Student must be able to pay to the Accounting person

Main Success Scenario:

- Student paid for his/her tuition fee in the Accounting Office

Alternative Sequences:

- The student failed a subject or subjects
- The student needs a course adjustment
- The student was not able to submit some requirements and has pending balance

Error Sequences:

- The student schedule was not approved
- The student was not able to get his/ her EAF
- The student was not able to enlist during the enlistment period
- The student was not able to provide some of the schedules of his/ her subjects
- The student didn't undergo the pre- enrollment process

Post Conditions:

- The school earns money
- The student loses money
- The school gains a student
- The student is capable of using the school's facilities
- The student can now attend the subjects he/ she paid for

User Interface Requirements

- Accounting System
- Registrar System
- SIS
- Database for Enlistment and Pre- Enrollment

Non-functional Requirements

- Maximum processing time of 10 minutes
- Confidentiality – The enrollment process is only between the student and the school
- Availability- The availability of the Enrollment period s from the date that the EAF is received
- Integrity- The enrollment process helps the students to be responsible.

Identification Summary:

Title: Activating your E- purse
Summary: This use case helps the student on how to properly activate their e- purse
Actors: student, window1 personnel, window 2 personnel, window 4 personnel
Creation Date: June 19, 2008
Version: 1.0
Date of Update:
Person in Charge: Camille R. Maddela

Flow of Events:

Preconditions:

- The student must have a CSB school ID
- The student must be enrolled in the current school year
- The student must have a minimum of P50 to be placed in the e- purse
- The student must be able to supply the 6- character pin needed to activate the e- purse
- The student must be able to pay the desired amount for e- purse. (minimum of P50)

Main Success Scenario:

- The student was able to activate his/ her e- purse
- The student was able to put the his/ her desired amount in his/ her e- purse

Alternative Sequences:

- The student did not pay the minimum fee of P50
- The student did not input his/ her 6- character pin
- The student is not enrolled in CSB
- The student do not have a CSB ID

Error Sequences:

- The student used letters for the pin instead of numbers
- The person has no money to pay the minimum fee of P50

Post Conditions:

- More students activated their e- purse
- The student can now pay his/ her dues in the library easily
- The person can now use some of the school's facilities and pay easily without going to the Accounting Office

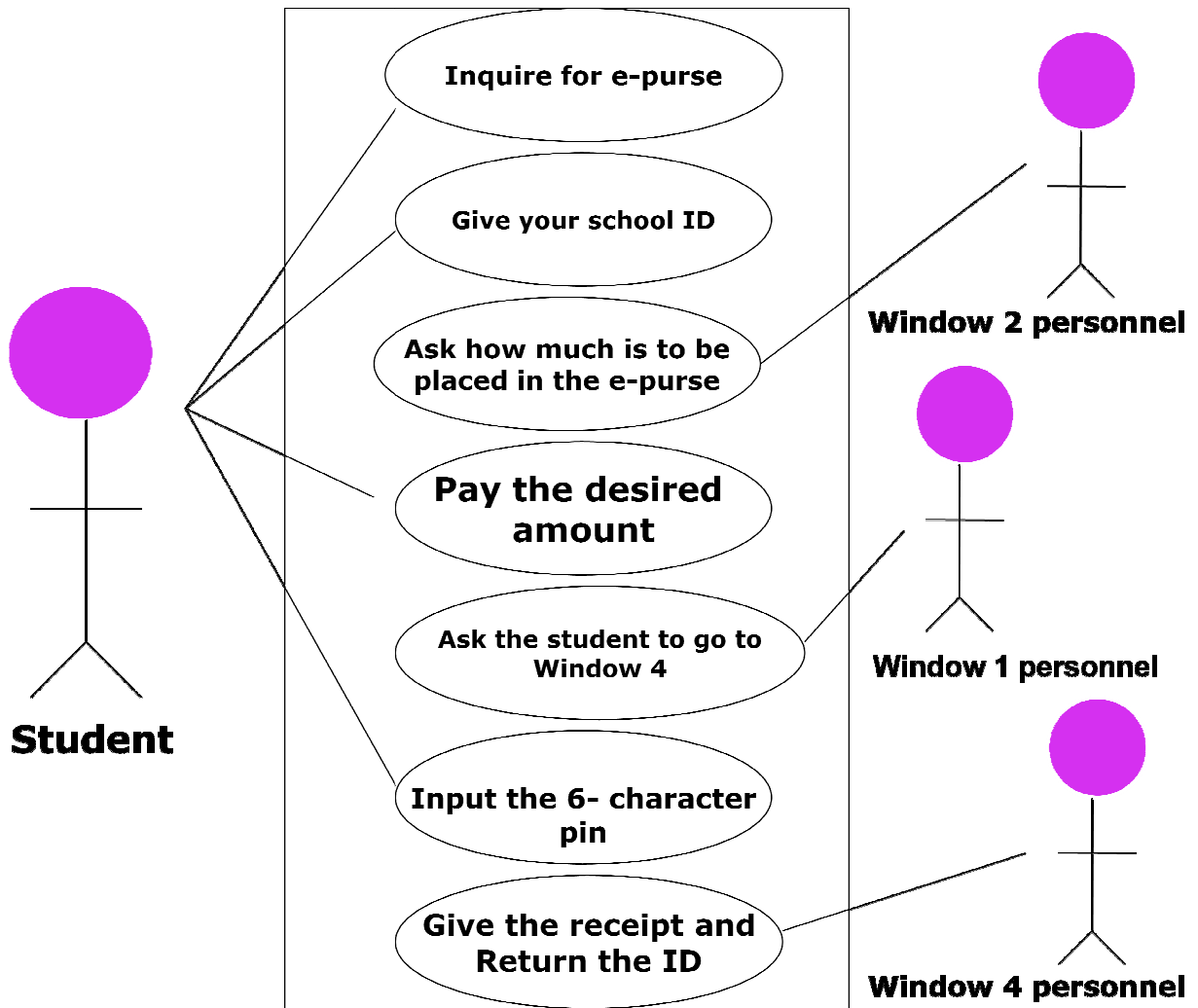
User Interface Requirements

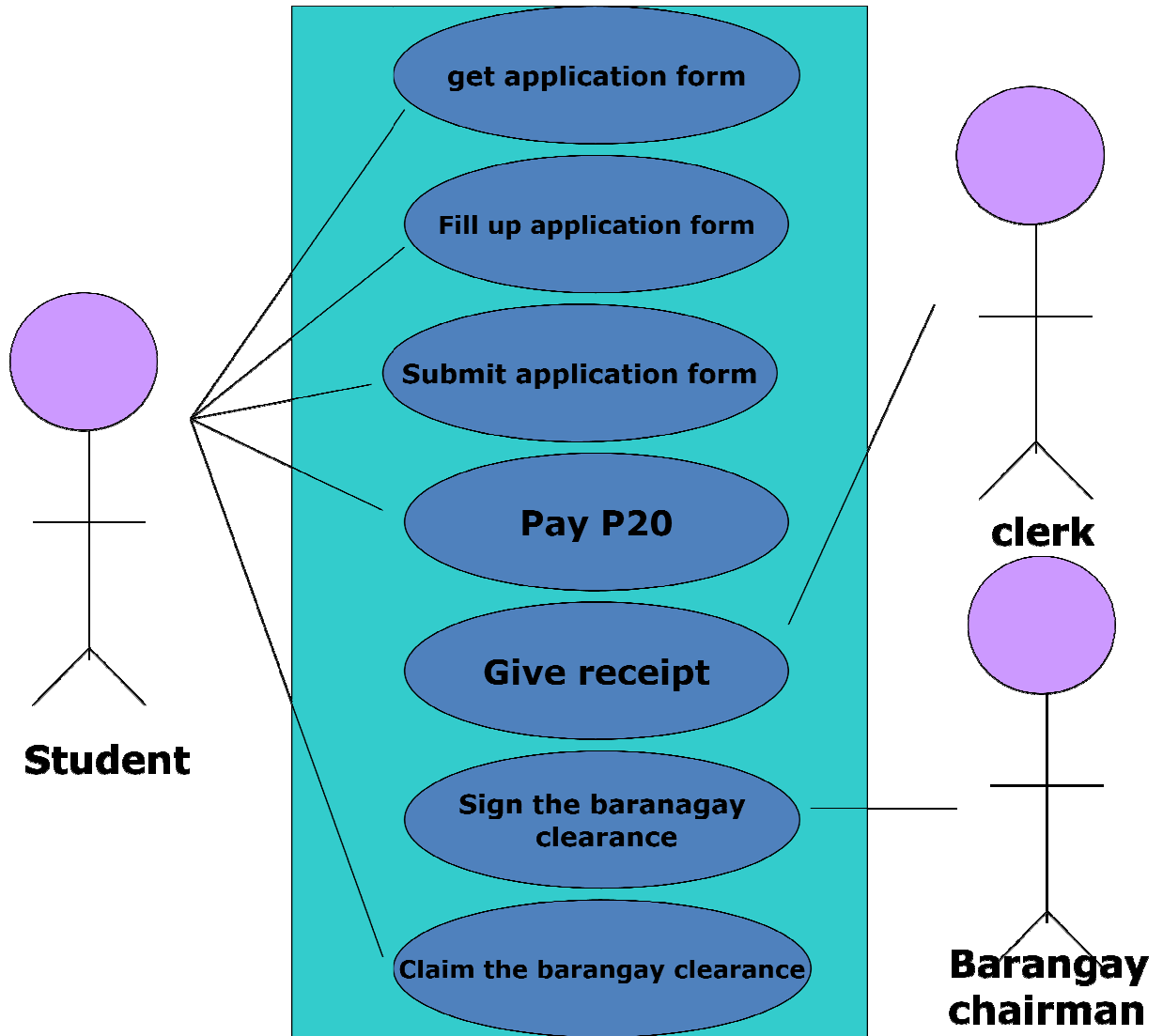
- Database for students who activated their e-purse
- Process of Activating you E- purse

Non-functional Requirements

- Maximum processing time of 5 minutes
- Confidentiality – only you knows the 6- character pin
- Availability- The availability of activating you e- purse is from Monday- Friday during

their working hours





Identification Summary:

Title: Getting A Barangay Clearance
Summary: This use case allows a person to follow the proper steps in getting a barangay clearance
Actors: student, clerk, barangay chairman
Creation Date: June 10, 2008
Version: 1.0
Date of Update:
Person in Charge: Camille R. Maddela

Flow of Events:

Preconditions:

- The student must have a good record in his/ her barangay
- The student must live in the area administered by the barangay that he/she went to
- The student must pay a fee of P20 in getting a barangay clearance
- The student must fill up all the necessary information in the application form
- The student must be able to submit the application form
- The barangay chairman must sign the barangay clearance

Main Success Scenario:

- The student received his/ her barangay clearance

Alternative Sequences:

- The student did not pay P20
- The student did not fill in all the information needed in the application form
- The student does not live in the area of the barangay
- The student has bad record in the barangay

Error Sequences:

- The student has bad record
- The student has no money to pay the fee of P20

Post Conditions:

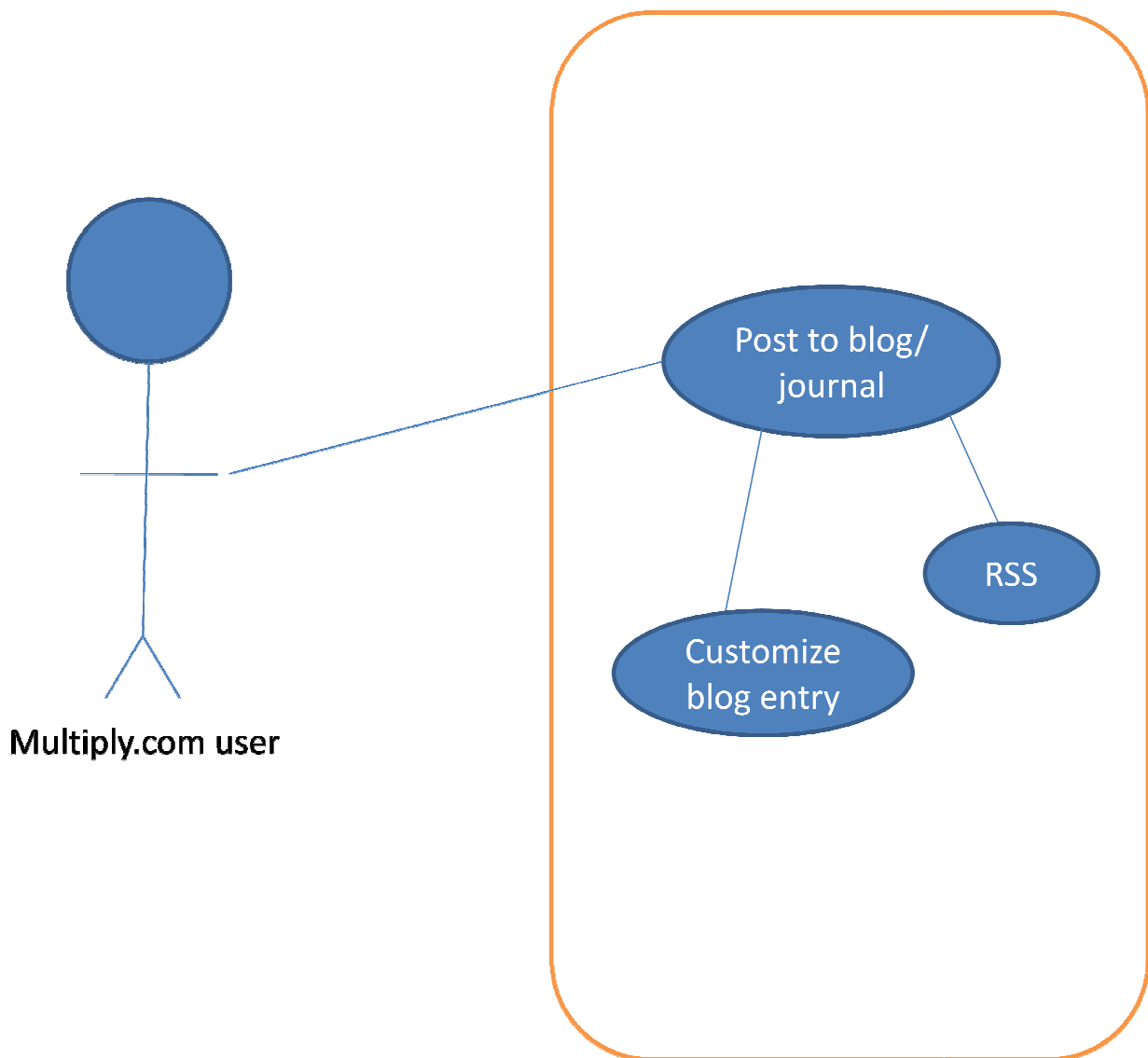
- The barangay earns money
- The barangay can now serve to more people
- The student loses money
- The student acquires a barangay clearance

User Interface Requirements

- Barangay Clearance System

Non-functional Requirements

- Maximum processing time of 7 minutes
- Confidentiality – the information you placed in the application form will be between you and the barangay officials only
- Availability- The availability of getting a barangay clearance is from the time the the barangay will start its office until it ends.



Title: Multiply.com- post to blog/journal

Summary: This use case shows the other multiply users on how to create and personalize their blog

Actor: multiply user

Person- in- charge: Camz Maddela

Date Created: July, 17, 2008

Version: 1.1

FLOW OF EVENTS

Preconditions:

- The user has internet access
- The user has a multiply account

Main Success Scenario

- The user has internet connection
- The user has a multiply account
- The user was able to save and publish the blog entry
- The blog entry is successfully posted on the site

Alternative Sequences

- The internet connection is not available
- The multiply site is under repair

Error Sequences

- Invalid Username

- Invalid password
- The user was not able to log in to his/her multiply account

SYSANAL Final Project (1st term, SY 2008-2009)

TITLE:

“An Analysis on the Research, Learning, and Training Materials Inventory of TeaM Energy’s Strategic Planning Department”

I. CHAPTER 1 :: ORGANIZING FOR IMPROVEMENT

❖ COMPANY BACKGROUND



TeaM Energy Corporation, CTC Building 2232 Roxas Boulevard, Pasay City 1300

“ We are TeaM Energy, the Nation’s growth partner.

We generate and supply reliable and affordable energy to uplift lives and promote the sustainable development of the country while creating value for our stakeholders.

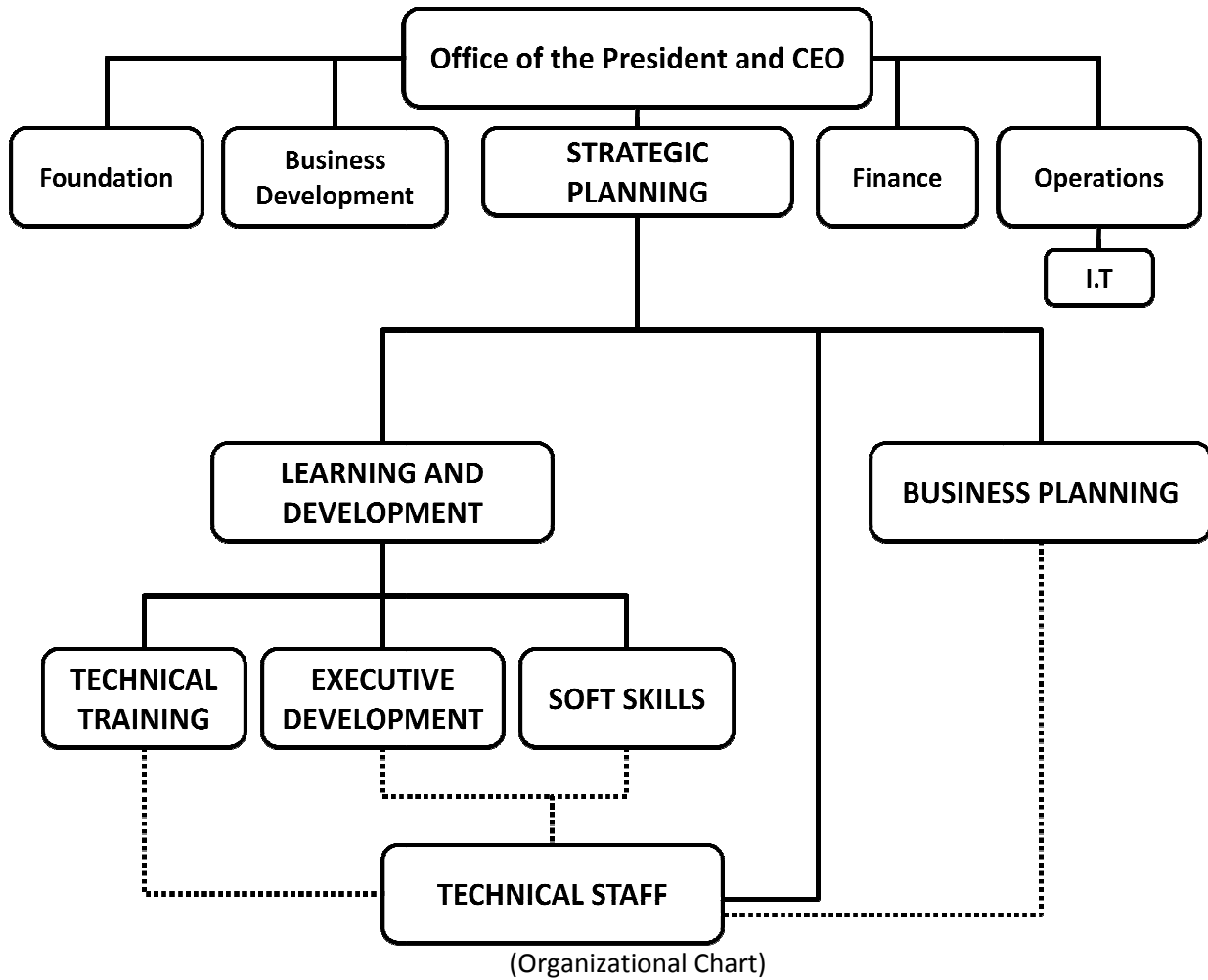
We are committed and empowered to achieve cost effective, safe and environmentally-sound operations, using superior technology.” *(Mission-Vision Statement)*

TeaM Energy Corporation, a partnership between the Japanese firms Tokyo Electric Power Company and Marubeni Corporation, is one of the largest independent power producers in the Philippines, with over 2000 megawatts of installed generating capacity nationwide. It owns and operates power plants in Pagbilao, Quezon and Sual, Pangasinan, and owns a 20% stake in the natural gas-fired plant in Ilijan, Batangas.

TeaM Energy has achieved ISO 14001 Certification in Environmental Management System for Pagbilao and Sual, and has received numerous awards for its exemplary environmental, health and safety performance. It also sets the standards in the industry for operational excellence, with its world-class EFOR (Equivalent Forced Outage Rate) and EAF (Equivalent Availability Factor).

They consider themselves as partners in the country's growth and remain committed to promoting sustainable development. They care deeply about the people they serve and support their local communities in terms of education, health and economic development.

Their mission is to generate and to supply reliable, affordable and environment friendly energy to the Philippines. By establishing an indispensable linkage with the state-owned company NAPOCOR (National Power Corporation), their foremost client in the locale, they synergize in a mutual endeavor of serving as providers and generators of electricity in the Philippines.



❖ **STATEMENT OF THE PROBLEM**

The Strategic Planning Department of TeaM Energy Corporation has the twofold function of formulating the business plans, strategies, and project studies of the organization, and facilitating the learning and development of all units and levels inside the organization.

They are presently coping with the challenge of developing an accessible, expedient, and regimented research, learning, and training resource inventory to settle the affairs of:

- File integration
- Information access and retrieval
- Maintenance of inventory

At this point in time, they are utilizing a so-called computerized system by using Microsoft Excel. To access the system, every departmental function must approach the Technical Clerk's office at the Corporate Office (CTC) for inquiry on a prospective learning material to be borrowed. The department head then accesses the spreadsheet application wherein information on a specific identifiable material is stored on record. He supplies the key datum, the office location of the material, since individual office's data box filers and cabinets are employed as immediate storage for the materials, in the variety of books, journals, modules, manuals, binders, and departmental forms. The employee then mobilizes to the office situation to borrow from its owner (the office occupier) the preferred material. This manual business process is attested to be time-consuming and ineffective, and unable to cater the need for access on the materials stored at the Sual and Pagbilao company offices. More-over, the department reports of the existing system being incapable of monitoring material status and, as well, unable to sustain the physical conditions of the inventory.

With a department unit that has the integral obligation of composing the directional course of action towards organizational achievement of objectives, a system that doesn't meet the modern trends on computing will lag behind in research and proficiency. And with the parallel unit duty to facilitate personnel learning and development, an outdated catalog methodology will not influence, towards excellence, the unit's shared target expectations.

❖ OBJECTIVES OF THE SYSTEM

By successfully devising and executing our proposed computer-based library system, we are looking forward to optimally upgrade the business process on corporate and developmental research. Our proposed system is comprised of a dual package deal of a computerized online library catalog system assimilated in an eDocument-based information storage system. With our proposed system named as COILS (Centralized Online Integrated Library System), we intend to:

- Boost information access and retrieval by progressing to a computer-based information system from the current manual search and sorting system
- Integrate the library system to all sections and locations of Sual and Pagbilao corporate offices in order to widen user accessibility

Our vision for our proposed system, COILS, is to design a computer-based application that will highlight:

- instant accessibility by the usage of the desktop computer of the personnel's office
- instant display of organized search results
- instant retrieval of material information

Through these features, we hope to bring about:

(Tangible benefits)

- shorter time consumption inventorying, searching, and borrowing processes
- conservation of space and time
- reduced process inaccuracy

(Intangible Benefits)

- increased organizational coordination
- increased performance and quality delivery of departmental functions
- increased information reliability and availability
- enhanced departmental information security

❖ SIGNIFICANCE OF THE STUDY

We opted for this business process as the area of study due to the perceived prospects for successfully building an effectual computer-based information system as the existent system's replacement. There is a seemingly critical opportunity, out of the ongoing challenge, that our group would like to capitalize in. Designing a computer-based system will, in fruition, alleviate the organizational hassles of manual inventory processing, one that poses the challenges to all departmental functions. This will improve, to a great extent, the usage and accessibility of research resources, thus, accelerating work performance and output delivery on project implementation, particularly of the Learning and Development Department.

With this study, the Strategic Planning Unit of the organization will be thoroughly reinforced in the facets of research, consultation and leisure as well. There shall be a perceptible improvement in how user-personnel of the department will access and recommend learning materials, thus, heightening department unit operation in terms of specialization and task liabilities. Due to the features propounded by our proposed system, TeaM Energy will benefit from the headway of knowledge and skill foundation granted by the Learning and Development, and Business Planning Departments.

❖ SCOPE AND LIMITATION

This system is exclusive for an integrated library system solely for the Strategic Planning Department, therefore it encompasses:

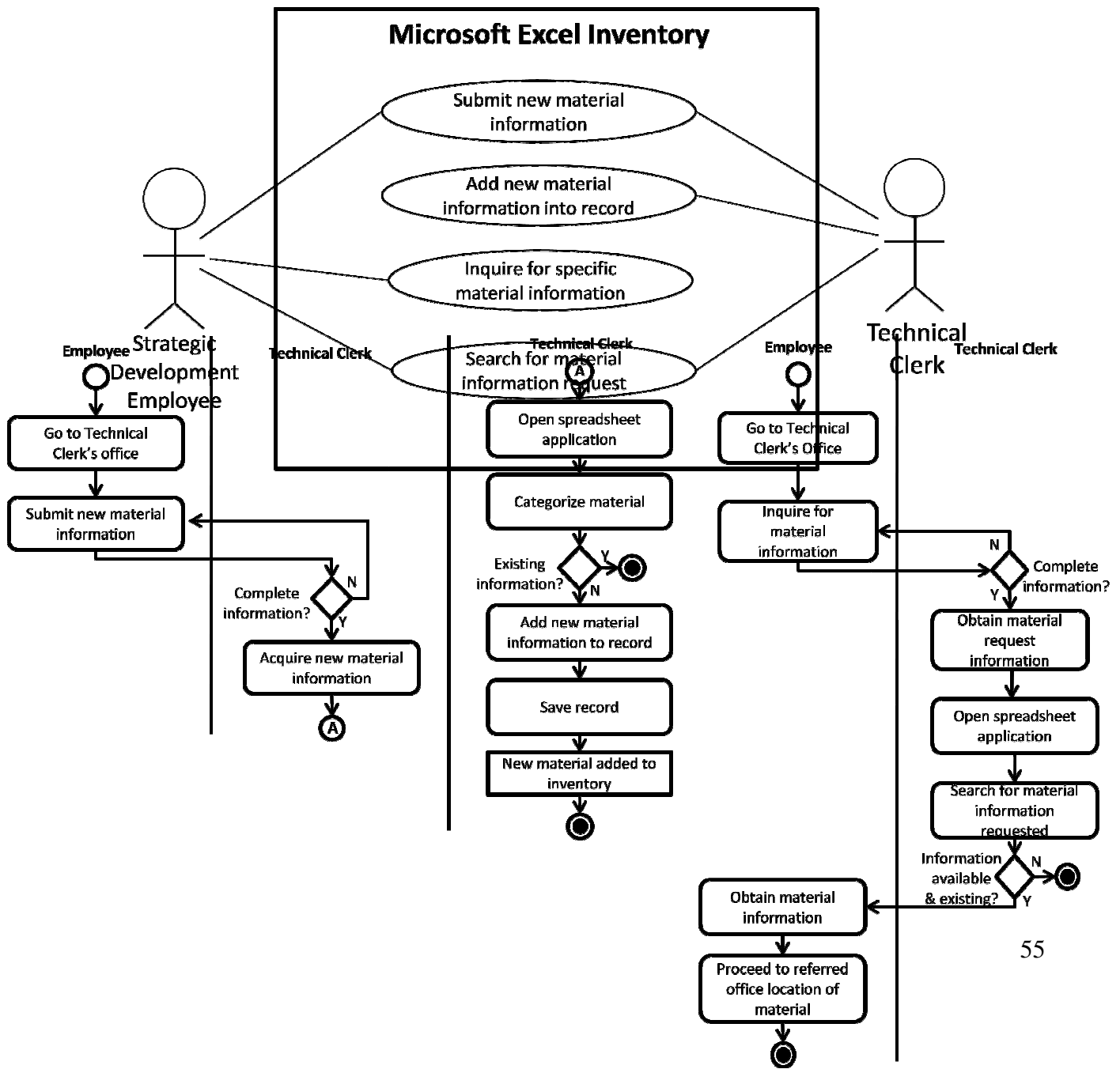
- Design and implementation of the software application and database system
- System integration and maintenance

Because the proposed system needs a systematic inventory, every research and learning material must possess a corresponding account identification code, hence, designation of the record information is still incorporated within our scope. Our proposed system has no concern to any further extent beyond these projected affairs, namely:

- Organization and physical safe-keeping of all inventories
- Library system suitable for the classification and organization of the materials
- Conversion of the research, learning, and training materials into electronic documents

II. CHAPTER 2 :: SYSTEMS ANALYSIS

❖ USE-CASE DIAGRAM OF EXISTING SYSTEM



IDENTIFICATION SUMMARY:

Title: Submit the new material information

Summary: This use case allows an employee to submit new material information to Technical Clerk

Actors: Employee, Technical Clerk

Creation Date: August 8, 2008 **Date of Update:** August 8, 2008 **Version:** 1.0

Person in Charge: Camz Maddela

FLOW OF EVENTS:

Preconditions:

- Employee should be under the Strategic Planning Department
- New material information must not be an existing record in the Excel inventory

Main Success Scenario:

1. Employee goes to office of Technical Clerk
2. Employee submits the necessary information about the new material
3. Technical Clerk acquires new material information

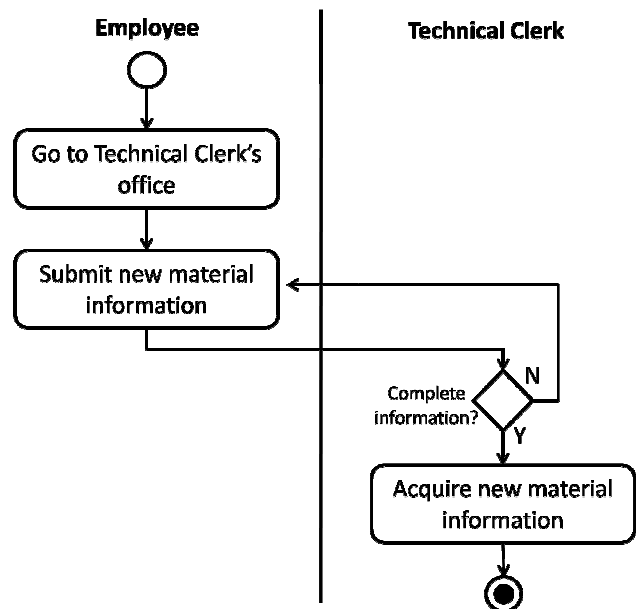
Alternative Sequences

A1 – Incomplete new material information; From 2

3: Technical clerk requests missing information

Back to 2

Error Sequences:



E1 – *The employee is not part of the Strategic Planning Department; From 1*

2: UC fails

Post Conditions:

- New material information to be inputted into inventory

IDENTIFICATION SUMMARY:

Title: Add new material information into record

Summary: This use case allows the Technical Clerk to add new material information into record.

Actors: Technical clerk

Creation Date: August 8, 2008 **Date of Update:** August 8, 2008 **Version:** 1.0

Person in Charge: Camz Maddela

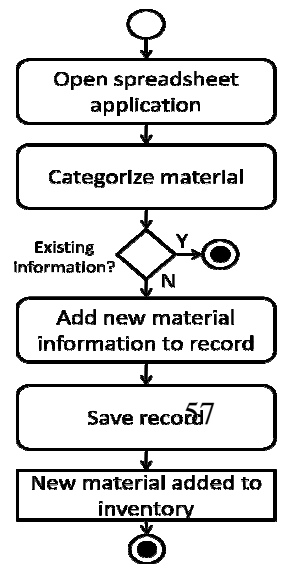
FLOW OF EVENTS:

Preconditions:

- Microsoft Excel is functioning.

Employee

Technical Clerk



Main Success Scenario:

1. Technical Clerk opens the Excel file.
2. Technical Clerk categorizes material information submitted.
3. Technical Clerk adds information of new material.
4. Technical Clerk saves record.

Alternative Sequences

A1 – *Incomplete material information*; From 2

- 3: Technical Clerk supplies information submitted by employee
- Go to 3**

Error Sequences:

E1 – *Existing material information*; From 2

- 3: UC fails

Post Conditions:

- New material added in the inventory

IDENTIFICATION SUMMARY:

Title: Inquire for specific material information

Summary: This use case allows an employee to inquire for specific material information stored in the Excel inventory.

Actors: Employee, Technical Clerk

Creation Date: August 8, 2008 **Date of Update:** August 8, 2008 **Version:** 1.0

Person in Charge: Camz Maddela

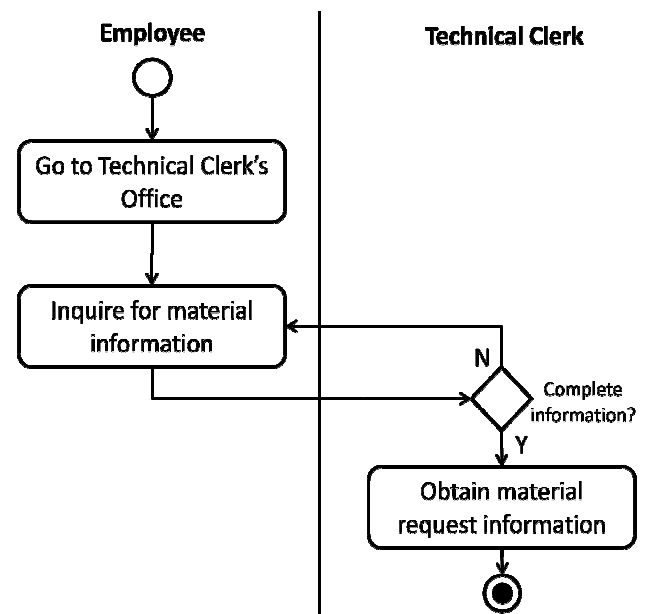
FLOW OF EVENTS:

Preconditions:

- Employee must be under the Strategic Planning Department

Main Success Scenario:

1. Employee goes to the Technical Clerk's office.
2. Employee inquires for needed material.
3. Technical Clerk obtains request information.



Alternative Sequences

A1 – Incomplete material information; From 2

3: Employee supplies needed material information

Back to 2

Error Sequences:

E2- Employee not under Strategic Planning Department; From 1

2: UC fails

Post Conditions:

- New search inquiry for Technical Clerk.

IDENTIFICATION SUMMARY:

Title: Search for material information request

Summary: This use case allows the Technical Clerk to search for the employee's material information request.

Actors: Technical Clerk, Employee

Creation Date: August 8, 2008 **Date of Update:** August 8, 2008 **Version:** 1.0

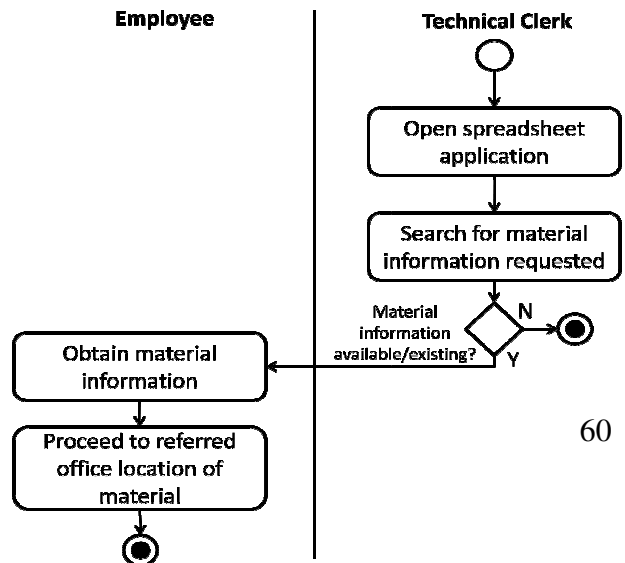
Person in Charge: Camz Maddela

FLOW OF EVENTS:

Preconditions:

- Microsoft Excel is functioning.

Main Success Scenario:



1. Technical opens the spreadsheet application.
2. Technical Clerk searches for material information requested.
3. Employee obtains material information.
4. Employee proceeds to office location of material.

Alternative Sequences

A1 – *Microsoft Excel is bugged down*; From 1

2: Reboot computer

Go to 2

Error Sequences:

E1 – *Requested material information not found*; From 2

3: UC fails

Post Conditions:

- Material information requested is/are obtained by employee

❖ PROCESS WALKTHROUGH

STEP	ACTIVITY
1	GO TO TECHNICAL CLERK'S OFFICE
2	SUBMIT NEW MATERIAL INFORMATION
3	ACQUIRE NEW MATERIAL INFORMATION
4	OPEN SPREADSHEET APPLICATION
5	CATEGORIZE MATERIAL
6	ADD NEW MATERIAL INFORMATION TO RECORD
7	SAVE RECORD
8	GO TO TECHNICAL CLERK'S OFFICE
9	INQUIRE FOR MATERIAL INFORMATION
10	OBTAIN MATERIAL REQUEST INFORMATION
11	OPEN SPREADSHEET APPLICATION
12	SEARCH FOR MATERIAL INFORMATION REQUESTED
13	OBTAIN MATERIAL INFORMATION
14	PROCEED TO REFERRED OFFICE LOCATION OF MATERIAL



[1-3]
[1 0]



Microsoft Excel - Chebong update file

File Edit View Insert Format Tools Data Window Help

75% Arial 10 B I U

C376

Office of the President - Strategic Planning

TEAM ENERGY

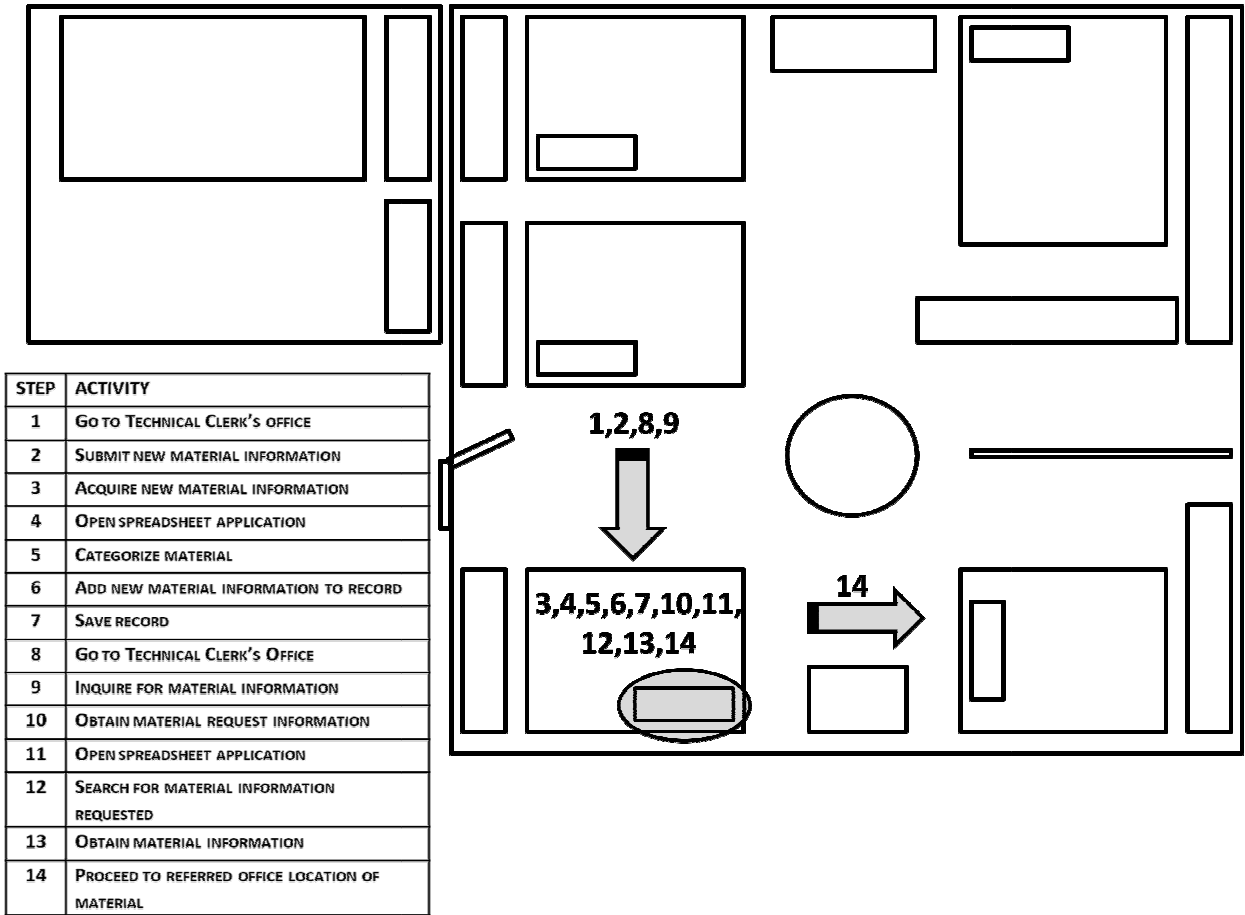
MASTERLIST OF DEPARTMENTAL FILES

REF #	FILE TITLE	RTOF			REMARKS
		OLD LOCATION	NAME	DATE	
358	27 > PAGBILAO 3 EXPANSION INFORMATION MEMORANDUM -	Office	Chebong Dollosa	May 14 2008	1 - Set
359	28 > ORGANIZATIONAL DIAGNOSIS (DR. D. DUTTA ROY) -	Office	Chebong Dollosa	May 14 2008	1 - Set
360	29 > E-MAIL - SUBJECT: COMMENTS ON THE SUMMARY				
361	INFORMATION MEMORANDUM -	Office	Chebong Dollosa	May 14 2008	1 - Set
362	30 > MIRANT 2003 EMPLOYEE SURVEY RESULTS (January 26, 2004)				
363	Jackie Greener, Ph. D. Matt Valenti, Ph. D. Watson Wyatt -	Office	Chebong Dollosa	May 14 2008	Bind
364	31 > MIRANT PHILS. OVERVIEW BEYOND TODAY, BEYOND ENERGY -	Office	Chebong Dollosa	May 14 2008	1 - Set
365	32 > WHEN LIGHT BEGINS, DARKNESS ENDS -	Office	Chebong Dollosa	May 14 2008	Folder
366	33 > PAGBILAO 3 EXPANSION SUMMARY INFORMATION MEMORANDUM -	Office	Chebong Dollosa	May 14 2008	Bind
367	34 > MIRANT CODE OF ETHICS AND BUSINESS CONDUCT -	Office	Chebong Dollosa	May 14 2008	Magazine
368	35 > PAGBILAO EXPANSION -	Office	Chebong Dollosa	May 14 2008	1 - Set
369	36 > MIRANT - CORPORATE GOVERNANCE (March 2005) -	Office	Chebong Dollosa	May 14 2008	Bind 2 pcs
370	37 > M P S P -	Office	Chebong Dollosa	May 14 2008	Black arch binder
371	38 > AIM - EXCELL EXECUTIVE EDUCATION AND LIFELONG				
372	LEARNING CENTER -	Office	Chebong Dollosa	May 14 2008	Blue arch binder
373					
374					
375					
376					
377					
378					
379					



[4-7]
[11_12]

❖ GEOGRAPHIC FLOWCHART



❖ **PROCESS TIME VS. CYCLE TIME**

ACTION	PROCESS TIME	CYCLE TIME	DELAY CAUSE
SUBMIT NEW MATERIAL INFORMATION	2-3 minutes	5 minutes	Incomplete information; invalid material
ADD NEW MATERIAL INFORMATION INTO RECORD	5-8 minutes	10 minutes	Bugged-down CPU load speed
INQUIRE FOR SPECIFIC MATERIAL	2-3 minutes	5 minutes	Miscommunication; unauthorized request
SEARCH FOR MATERIAL INFORMATION REQUESTED	3-5 minutes	8 minutes	Sizeable record; slow index; unavailable material
	12-19 minutes	28 minutes	

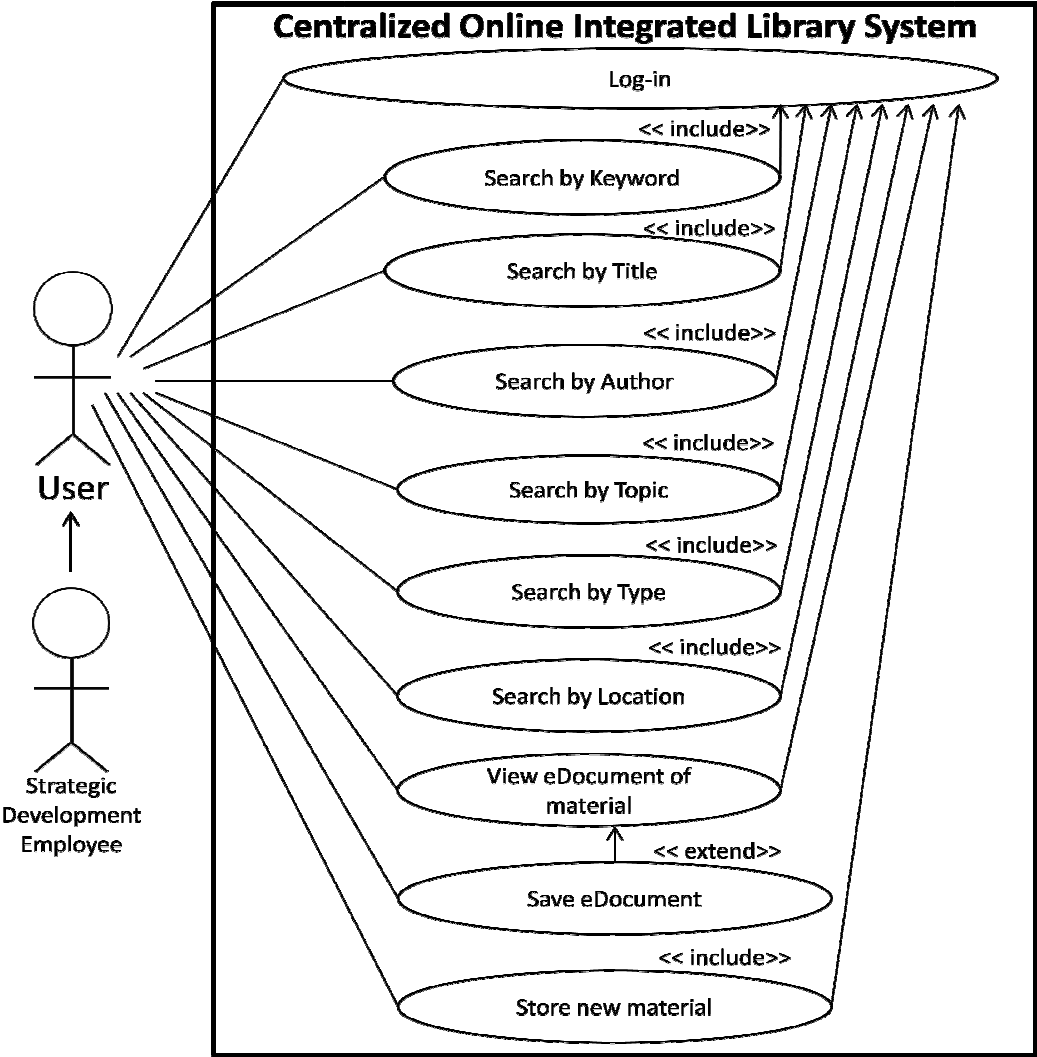
III. CHAPTER 3 :: SYSTEM DESIGN

❖ **TABLE OF RECOMMENDATIONS**

PROBLEMS TO BE ADDRESSED:	RECOMMENDED CHANGE NEEDED TO IMPROVE:	ACTIVITIES AFFECTED BY THE CHANGE:
FILE INTEGRATION	» From scattered materials inventory to a centralized online library database	» Proceed to Technical Clerk Office
INFORMATION ACCESS AND RETRIEVAL	» From physical information to electronic information » From a single employee access to a multi-accessible application for all offices	» Open spreadsheet application » Manually search record » Proceed to specified office location

MAINTENANCE OF INVENTORY	» From the Technical Clerk of the Strategic Planning to the IT Department	» Submit material information to Technical clerk
---------------------------------	---	--

❖ USE-CASE DIAGRAM OF PROPOSED SYSTEM



IDENTIFICATION SUMMARY:

Title: Log-in

Summary: This use case allows a user to log-in in COILS

Actors: User

Creation Date: August 8, 2008 **Date of Update:** August 8, 2008 **Version:** 1.0

Person in Charge: Luigi Dollosa

FLOW OF EVENTS:

Preconditions:

- User must have a COILS user account.
- COILS is fully functional and not under maintenance.

Main Success Scenario:

1. User inputs Username.
2. User inputs Password.
3. COILS verifies inputted user account data.
4. User successfully log-in in COILS.

Alternative Sequences

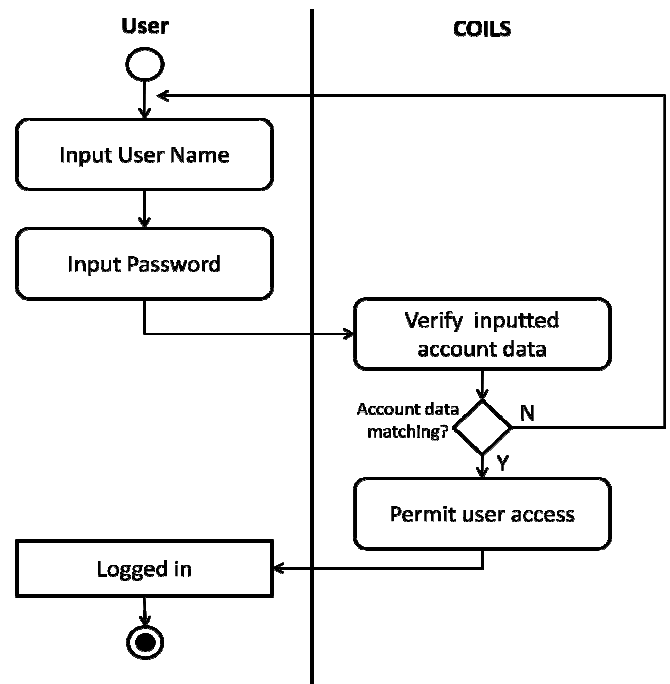
A1 – *Not matching account data*; From 3
4: COILS does not accept user log-in

Back to 1

Error Sequences:

E1 – *Network connection abruptly disabled*; From 1

2: UC fails



E2 – *No existing user account*; From 3

4: UC fails

Post Conditions:

- User is logged-in into the system

IDENTIFICATION SUMMARY:

Title: Search by Keyword

Summary: This use case allows an applicant to search the database by inputting the keyword

Actors: User

Creation Date: August 8, 2008 **Date of Update:** August 8, 2008 **Version:** 1.0

Person in Charge: Luigi Dollosa

FLOW OF EVENTS:

Preconditions:

- User must have a COILS user account.
- COILS is fully functional and not under maintenance.

Main Success Scenario:

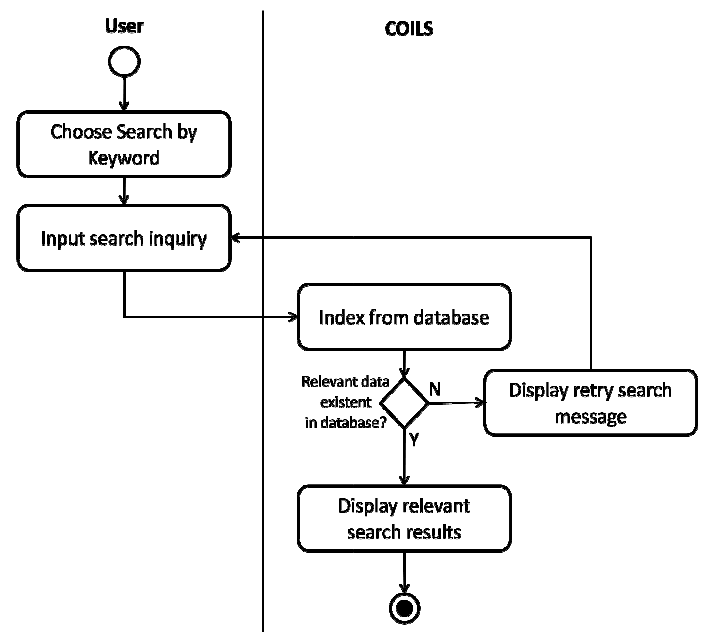
- User chooses Search by Keyword.
- User inputs search inquiry.
- COILS indexes from database.
- COILS displays relevant search results.

Alternative Sequences

- A1** – *Non-existence of relevant data*; From 3
4: COILS displays retry search message to user
Back to 2

Error Sequences:

- E1** – *Network connection abruptly disabled*; From 1
2: UC fails



Post Conditions:

- Display of search results according to relevance

IDENTIFICATION SUMMARY:

Title: Search by Title

Summary: This use case allows an applicant to search the database by inputting the title

Actors: User

Creation Date: August 8, 2008 **Date of Update:** August 8, 2008 **Version:** 1.0

Person in Charge: Luigi Dollosa

FLOW OF EVENTS:

Preconditions:

- User must have a COILS user account.
- COILS is fully functional and not under maintenance.

Main Success Scenario:

- User chooses Search by Title.
- User inputs search inquiry.
- COILS indexes from database.
- COILS displays relevant search results.

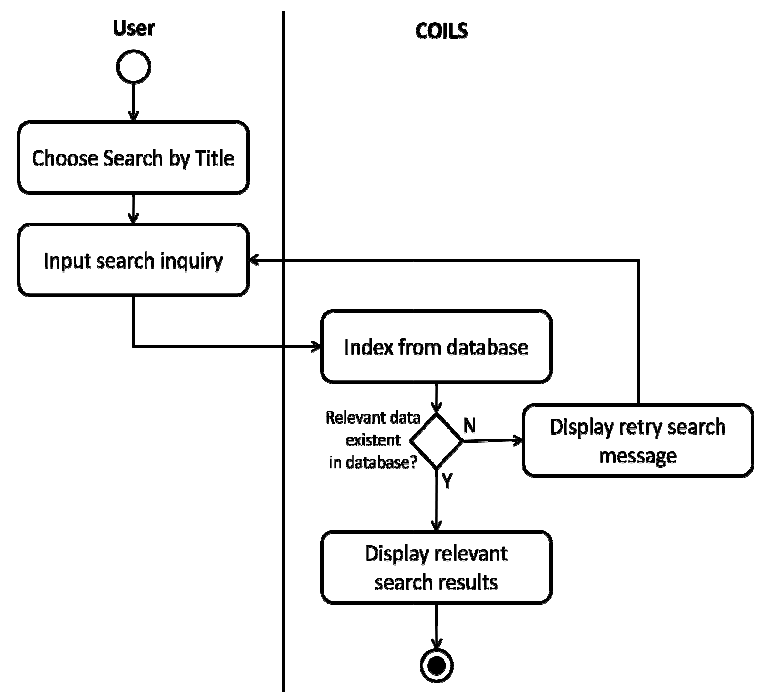
Alternative Sequences

A1 – *Non-existence of relevant data*; From 3
4: COILS displays retry search message to user

Back to 2

Error Sequences:

E1 – *Network connection abruptly disabled*; From 1



2: UC fails

Post Conditions:

- Display of search results according to relevance

IDENTIFICATION SUMMARY:

Title: Search by Author

Summary: This use case allows an applicant to search the database by inputting the author

Actors: User

Creation Date: August 8, 2008 **Date of Update:** August 8, 2008 **Version:** 1.0

Person in Charge: Luigi Dollosa

FLOW OF EVENTS:

Preconditions:

- User must have a COILS user account.
- COILS is fully functional and not under maintenance.

Main Success Scenario:

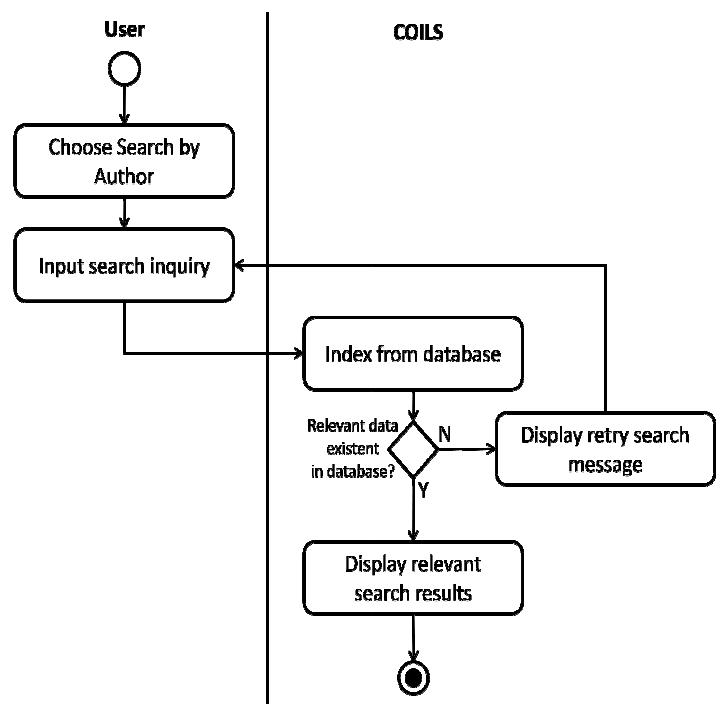
- User chooses Search by Author.
- User inputs search inquiry.
- COILS indexes from database.
- COILS displays relevant search results.

Alternative Sequences

- A1** – *Non-existence of relevant data*; From 3
4: COILS displays retry search message to user
Back to 2

Error Sequences:

- E1** – *Network connection abruptly disabled*; From 1
2: UC fails



Post Conditions:

- Display of search results according to relevance

IDENTIFICATION SUMMARY:

Title: Search by Topic

Summary: This use case allows an applicant to search the database by inputting the topic

Actors: User

Creation Date: August 8, 2008 **Date of Update:** August 8, 2008 **Version:** 1.0

Person in Charge: Luigi Dollosa

FLOW OF EVENTS:

Preconditions:

- User must have a COILS user account.
- COILS is fully functional and not under maintenance.

Main Success Scenario:

- User chooses Search by Topic.
- User inputs search inquiry.
- COILS indexes from database.
- COILS displays relevant search results.

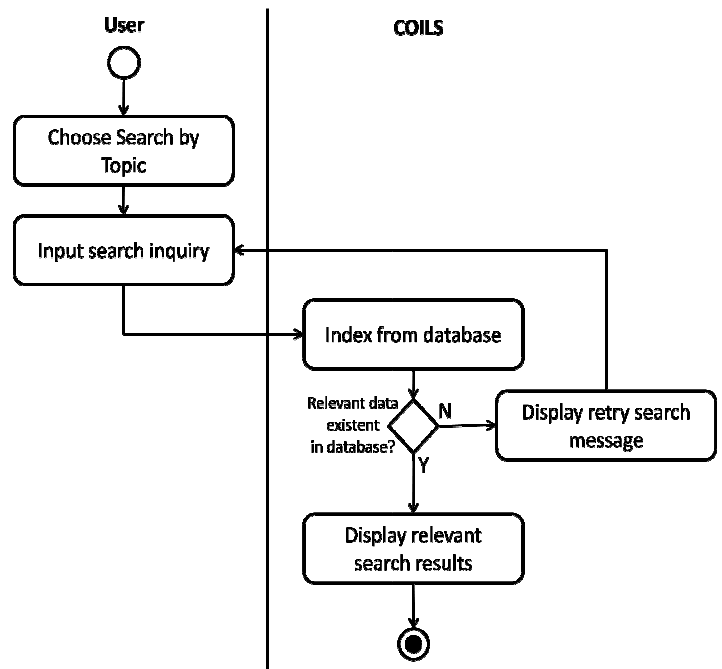
Alternative Sequences

A1 – *Non-existence of relevant data*; From 3
4: COILS displays retry search message to user

Back to 2

Error Sequences:

E1 – *Network connection abruptly disabled*; From 1



2: UC fails

Post Conditions:

- Display of search results according to relevance

IDENTIFICATION SUMMARY:

Title: Search by Type

Summary: This use case allows an applicant to search the database by inputting the type

Actors: User

Creation Date: August 8, 2008 **Date of Update:** August 8, 2008 **Version:** 1.0

Person in Charge: Luigi Dollosa

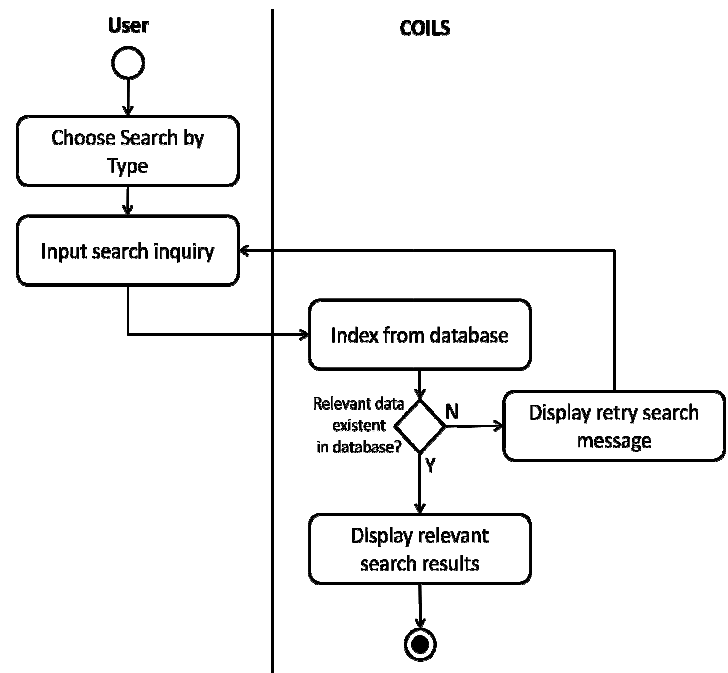
FLOW OF EVENTS:

Preconditions:

- User must have a COILS user account.
- COILS is fully functional and not under maintenance.

Main Success Scenario:

- User chooses Search by Type.
- User inputs search inquiry.
- COILS indexes from database.
- COILS displays relevant search results.



Alternative Sequences

A1 – *Non-existence of relevant data*; From 3
4: COILS displays retry search message to user

Back to 2

Error Sequences:

E1 – *Network connection abruptly disabled*; From 1

2: UC fails

Post Conditions:

- Display of search results according to relevance

IDENTIFICATION SUMMARY:

Title: Search by Location

Summary: This use case allows an applicant to search the database by inputting the location

Actors: User

Creation Date: August 8, 2008 **Date of Update:** August 8, 2008 **Version:** 1.0

Person in Charge: Luigi Dollosa

FLOW OF EVENTS:

Preconditions:

- User must have a COILS user account.
- COILS is fully functional and not under maintenance.

Main Success Scenario:

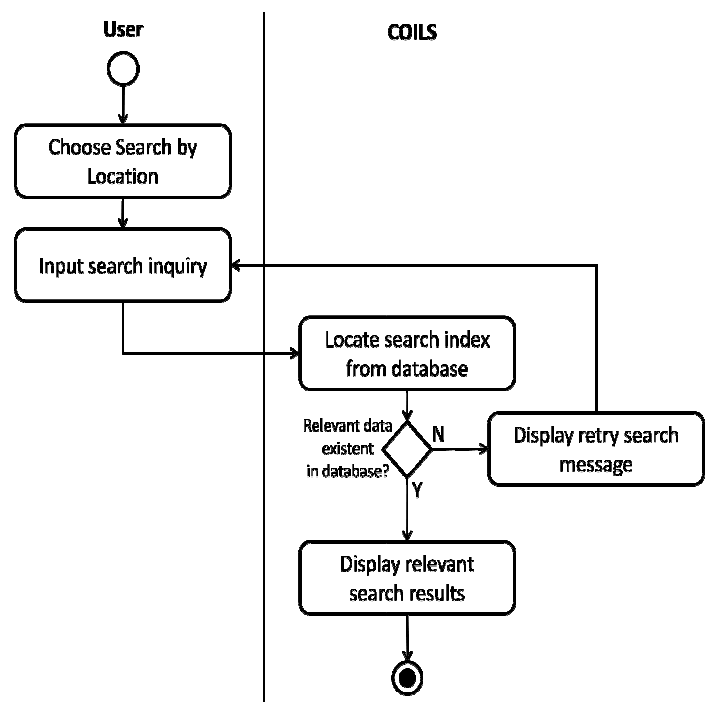
- User chooses Search by Location.
- User inputs search inquiry.
- COILS indexes from database.
- COILS displays relevant search results.

Alternative Sequences

- A1** – *Non-existence of relevant data*; From 3
4: COILS displays retry search message to user
Back to 2

Error Sequences:

- E1** – *Network connection abruptly disabled*; From 1
2: UC fails



Post Conditions:

- Display of search results according to relevance

IDENTIFICATION SUMMARY:

Title: View eDocument of material

Summary: This use case allows a user to view the eDocument of a selected material.

Actors: User

Creation Date: August 8, 2008 **Date of Update:** August 8, 2008 **Version:** 1.0

Person in Charge: Luigi Dollosa

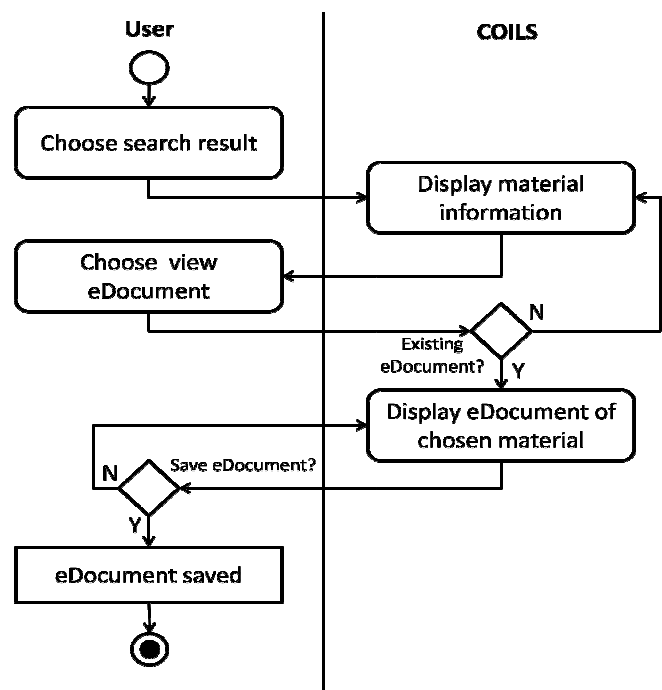
FLOW OF EVENTS:

Preconditions:

- User must have a COILS user account.
- COILS is fully functional and not under maintenance.
- Material has an existing eDocument in COILS.

Main Success Scenario:

1. User chooses a particular search result.
2. COILS displays material information.
3. User chooses to view eDocument of selected material.
4. COILS displays eDocument.
5. User successfully saves eDocument.



Alternative Sequences

A1 – *No existing eDocument of material*; From 3

4: COILS displays no eDocument message

Back to 2

A2 – User chooses to save eDocument; From 4
 5: eDocument is saved to user’s computer
Go to 5

Error Sequences:

E1 – Network connection abruptly disabled; From 1
 2: UC fails

Post Conditions:

– New eDocument is stored in user’s computer.

IDENTIFICATION SUMMARY:

Title: Store new material

Summary: This use case allows a user to store a new material in COILS

Actors: User

Creation Date: August 8, 2008 **Date of Update:** August 8, 2008 **Version:** 1.0

Person in Charge: Luigi Dollosa

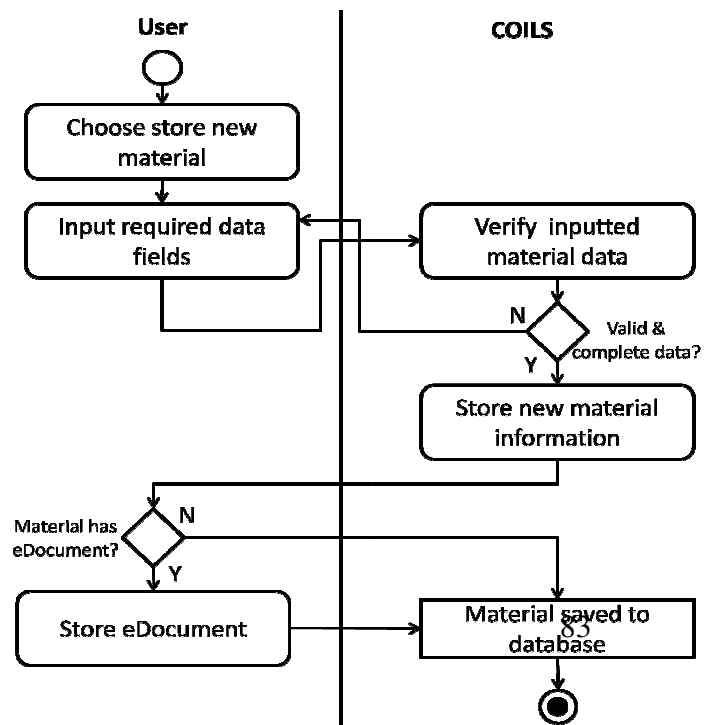
FLOW OF EVENTS:

Preconditions:

- User must have a COILS user account.
- COILS is fully functional and not under maintenance.

Main Success Scenario:

1. User chooses Store new material.
2. User inputs required data fields.



3. COILS verifies inputted material data.
4. COILS stores new material information.
5. User stores eDocument of material.
6. COILS saves new material record to database.

Alternative Sequences

A1 – *Invalid/incomplete inputted data*; From 3

4: COILS displays message to answer required data fields

Back to 2

A2 – *No eDocument of material*; From 5

6: COILS just saves data the user inputted

Go to 6

Error Sequences:

E1 – *Network connection abruptly disabled*; From 1

2: UC fails

Post Conditions:

- New material record is stored in COILS.

❖ **BENCHMARKING**

OPAC (Online Public Access Catalogue), an integrated library system, is a computer-based inventory of the learning materials contained in a library. Individuals can be able to access it at computer terminals held inside the facility, or even at home, through the internet. It possesses an index of the learning materials cataloged in the library system.

The LRC's (Learning Resource Center) of DLS-CSB are fully housed with several functional computer units which have OPAC accessible for library users.

METRIC	DLS-CSB LRC OPAC	COILS
NUMBER OF CUSTOMERS	1	1
AVERAGE TRANSACTIONS PER DAY	30	10
NUMBER OF BRANCHES	1	1
TYPE OF INFORMATION SYSTEMS	CBIS	CBIS
INDEX SPEED	0.3 seconds	0.3 seconds
ACCESSIBILITY	Each computer of each LRC branch	Each computer in each office in the CTC (Corporate Office), Sual and Pagbilao Powerplant Offices
RESULT DISPLAY	Infinite (Scroll-down window)	15 per page
RESOURCE MATERIAL INFORMATION	Title, Author, Subject, Series, Call Number, Category	Title, Author, Type, Topic Office Location, eDocument

❖ **STREAMLINING**

TOOL	REASON ADVANTAGE
BUREAUCRACY ELIMINATION	Instead of going to the Technical Clerk's office for material request and proceeding to a specified office location for material borrowing, COILS does only a single interfacing through the office desktop computer, thereby eliminating over-all process cycle time.

SIMPLIFICATION	The over-all process is simplified in COILS by having COILS possess a search engine together with eDocument user accessibility, and giving users the immediate freedom to add new material in storage.
PROCESS CYCLE-TIME REDUCTION	By eliminating unwanted office interfacing through the implementation of a centralized information system, cycle-time is enormously reduced in the over-all process.
ERROR PROOFING	The manual process eminent in the department is prone to human flaw because it is maintained by a non-I.T practitioner and the Spreadsheet application can be misused without appropriate user accessing.
UPGRADING	Since COILS is a CBIS, the I.T department is accountable to the evaluation, maintenance, and enhancement of the system, making it suitable to the changing needs of the departmental employees in the Corporate and Power Plant offices also.
SIMPLE LANGUAGE	COILS graphical user interface is constructed in a manner that there will be reduced effort in accessing the application. COILS also makes data organized and its features ensures the employees of efficient and productive research and reference.
STANDARDIZATION	The features of our proposed system are subject to instinctive interpretation. Alongside with the user-friendly interface, employees will be able to comprehend the processes involved in COILS even at first glance.
SUPPLIER PARTNERSHIP	COILS is guaranteed to be 100% functional at initial purchase. We, as developers of the system, ensure that our clients in TeaM Energy will be supplied with authenticated, functional, and long-lasting product quality.
BIG PICTURE IMPROVEMENT	With COILS, there is a sure-fire improvement in research efficiency, training proficiency, and personnel competence- 3 key goals the Strategic Planning Department give great emphasis on.

IV. APPENDICES

❖ INTERVIEW TRANSCRIPTION

Hi ma’am! Can you give us an overview of the Strategic Planning Department?

“Function wise lang muna ha. So, this is Dannie, he developed a way of developing the goals for the whole company. And then we monitor the performance. On the other side, we also have learning and development functions. “

“For trainings, we have 2 plans. One in Pangasinan and one in Pagbilao in Quezon. Each of these sites has around 300 personnel. So we also look at the training requirements of these people which we can categorize into two. Technical training which is related to the operations of the plant. The other one is the skills training which is related to the non- technical like communication, leadership.”

So we’ve heard that you have a learning resource inventory here. Kindly expound on this.

“Actually I have two ideas there e, although one, we are already working with IT. One is having an inventory of all the existing trainings of the organization. That’s something that we’re currently working on. A need that we still aren’t looking into is an inventory of all the new materials that we have and I think that’s something that you can focus on.”

“Right now, because it was only in January where we were organized to have all the trainings under us. Before kasi, it was just the executive development. But then even the organization, we might as well have all the learning development activities under us. So it was only early this year that we have paper from the site, the one in Pagbilao and this is should be under HR, but now nasa amin na.”

“We have an existing inventory, the one with Eddie?? He’s a technical clerk and he is encoding the files that we have. In the others sites, they have their own which I haven’t seen. Technical training and Soft skills for the executive development, they are manual. “

So, why and how do you use this system using Excel?

“We want to provide training that is efficient, effective and we’re also developing our own system where in they can develop their own manuals. One help that we could inquire is this type of system should have a search engine where it is easy for us to determine the location of the manual. Or what are the relevant files for this subject matter. In which you have to do some categorizing. “

“We have shelves where the manuals are, by office too. You have to consult the technical clerk if you need something. Boss Ed handles our files here in the office. In Pagbilao, it’s Joseph. He is just new and he’s just starting to familiarize himself with the files. Training officer is Carlo, Joseph is the assistant. Si boss Ed titignan niya pa dun sa Excel file.”

What problems do you deem important in utilizing this process?

“Hiwalay pa yung files. Sual has (simulator) room where a person is to be trained in using the similar control in the actual plant. I have a feeling it would have to borrow the manuals. I agree also that later on there could be cross training din. Pwedeng maghiraman sila ng files.”

“Not actually sharing but making available certain forms that are common to all. Forms related to enrolling or applying for a learning activity. We just started implementing on reporting forms for all.”

“I think number one would be efficiency in us working as a team. There are some things that we need to share. Efficiency as we serve our internal clients and employees. Second is yung organization. We’re not that organized yet. As we begin sharing we lose it.”

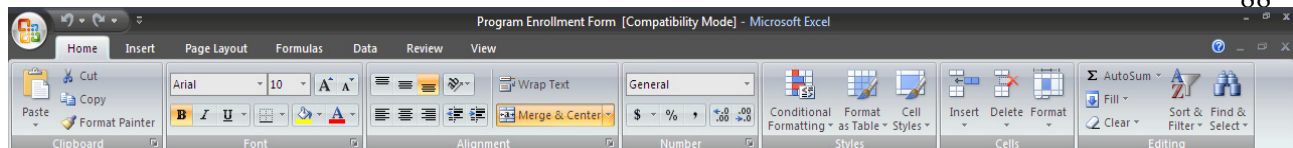
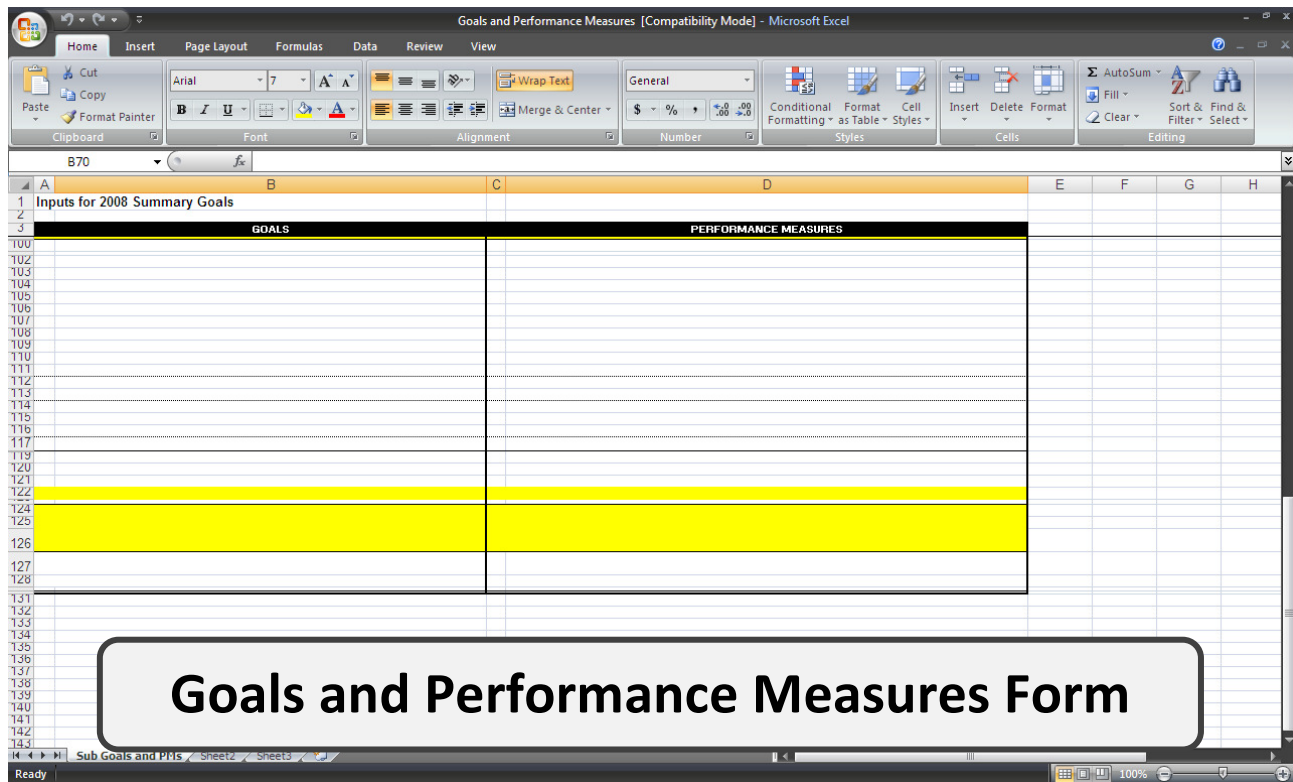
“Is it possible that people outside can access to the files that we can share? “

“What if magkasakit si Boss Ed? Siya lang may alam ng lahat. Parang kanya- kanya din. I think pinaka kelangan ng tulong is yung sa Sual and Pagbilao kasi very similar yung mga technical trainings.”

Last question, what are the main issues to be tackled with your Excel inventory?

“More on speed, efficiency, organization, cohesiveness of the offices and employees.”

❖ IMPORTANT DOCUMENTS



V. CONCLUSION

The Strategic Planning Department of TeaM Energy is posed with an opportunity to spur their cohesive unit headway by improving the existing system they are employing for their Research, Learning, and Training Materials Inventory. The Microsoft Excel inventory system they are utilizing, for the meantime, is definitely granting them drawbacks in terms of file integration, information access and retrieval, and maintenance of inventory. With the integral organizational role of the Strategic Planning Department, an inventory system that hampers their efficiency and effectiveness in attaining their short-term and long-term objectives in research and training, such system should be immediately resolved through corrective actuation. Our group, by implementing a first-hand systems analysis on such scenario, decided to conceptualize a system design proposal that we are proudly putting to the fore, the Centralized Online Integrated Library System.

COILS, as we may commonly address our design, is simply a computer-based library application that creates a centralized system that will allow users to index their inquiries in an embedded search engine mechanism that obtains results through an in-built database inventory. Furthermore, COILS makes it possible for users to gain the online experience by the integration of eDocuments. Not only does COILS boosts information access and retrieval, but it also realizes the ongoing departmental issue of centralizing all their vital data for their actual activities. And by furnishing the accountability to the I.T department, COILS can be managed proficiently by a more specialized workforce. Lastly, COILS boasts its undoubtedly appealing and user-friendly user interface that gives the software application the functionality and as well the aesthetic it rightfully deserves.

From a simple spreadsheet application to a real deal computer-based information system, the TeaM Energy's Strategic Planning Department is on a clear path towards their sure-fire goals of fulfilling their over-all functions whilst retaining confidentiality, and catalyzing their research, training, and learning necessities. It will, from now on, boil down to the ingenuity of COILS.

REFERENCES

<http://www.amazon.com/Systems-Analysis-Methods-Jeffrey-Whitten/dp/025619906X>

<http://www.amazon.com/Project-Management-Managerial-McGraw-Hill-Operations/dp/0073525154>

<http://www.amazon.com/Architecture-Computer-Hardware-Systems-Software/dp/0471073253>