APPENDIX

QUESTIONNAIRE

INTERVIEW SCHEDULE

SECTION-I : INTRODUCTION

1. Name of the Organization   : _____
2. Address   : _____
                                 _____

3. Type of the organization   : [] Industrial
   where EDP Department is   : [] Cooperative
   installed   : [] Educational
                                   [] Government
                                   [] Banking

4. Date of Establishment   : _____

SECTION-II : INPUT CONSIDERATIONS

5. Type of software systems   : [] Accounting system
   implemented   : [] Financial system
                                  [] Payroll system
                                  [] Sales-order processing
                                  [] Purchase-order processing
                                  [] Transport system
                                  [] Inventory system
                                  [] Student Admission System
                                  [] Student Result system
                                  [] Banking system
                                  [] Billing System
                                  [] Management Infformation System
                                  [] Any other: _____

6. Type of hardware system/s   : _____
   implemented   : _____
                                 _____

7. What is the type of adopted : [] MS-DOS
   operating system?   : [] PC-DOS
                                  [] UNIX
                                  [] Any other: _____

8. Which types of machines are : [] PC   Total _____ nos.
   installed?   : [] PC/XT   Total _____ nos.
                                  [] PC/AT-286 Total _____ nos.
                                            -386 Total _____ nos.
                                            -486 Total _____ nos.
                                  [] Minicomputers   _____ nos.
                                  [] Mainframes   _____ nos.
                                  [] LAN
                                  [] Any other: _____

9. What are the benefits of   :   _____
     computerization over manual :   _____
     system?   :   _____

10. What is the objective of   :   [] Saving in time
     computerization in the   :   [] Voluminous data processing
     organization?   :   [] Reduce employee strength
                                     [] Economizing
                                     [] Accuracy and security of data
                                     [] Reliability
                                     [] Any other: _____

11. How the software systems are: [] Own EDP staff
     developed?   :   [] Outside software consultants
                                     [] Readymade systems purchased
                                        from the market
                                     [] Any other: _____

12. What are the structured   :   [] System flowchart
     tools used for developing   :   [] Program flowchart
     the system?   :   [] Decision tree
                                     [] Decision table
                                     [] Structured English
                                     [] Grid chart
                                     [] Warner/Orr Curve & Diagram
                                     [] DFD Data flow diagram

13. How do you consider hardware: _____
     feasibility?   :   _____
                                     _____

14. How do you consider software: _____
     feasibility?   :   _____
                                     _____

15. How do you consider economic: _____
     feasibility?   :   _____
                                     _____

16. How the data is captured?   :   [] Input with source documents
                                     [] Input with turnaround documents
                                     [] Interred directly
                                     [] Through keyboard
                                     [] Any other:_____

17. Which control procedures   :   [] Data conversion
     are used for ensuring   :   [] Data verification
     accurate input?   :   [] Data validation
                                     [] Data correction
                                     [] Any other: _____

18. In which language/s the   :   [] COBOL   [] BASIC
     systems are designed?   :   [] C
                                     [] PASCAL
                                     [] 4GL
                                     [] Any other: _____

19. In which package/s the   : [] dBASE   [] FOXPRO
    systems are designed?   : [] CLIPPER   [] INFORMIX
                               : [] FOXBASE   [] ORACLE
                                  [] Any other: _____

20. What are the major approach-: [] Menus   [] Command Language
    es for entering the data   : [] Formatted forms[] Natural Language
                                  [] Any other: _____

21. In which format the data is : _____
    entered into the computer? : _____

22. From the following, which is: [] External input
    the adopted input type?   : [] Internal input
                                  [] Operational input
                                  [] Interactive input
                                  [] Any other: _____

23. What checks are performed   : [] Validity check formula
    for each input data?   : [] Logical plan for interfield
                                     relationship check
                                  [] Any other: _____

    Validity rules adopted, if : [] Values for format check
    any?   : [] Values for sequence check
                                  [] Rules for reference number check
                                  [] Rules for check on batches and
                                     batch control totals
                                  [] Any other: _____

24. What types of files are used?: [] Master file
                                   [] Transaction file
                                   [] Transfer file
                                   [] Work file
                                   [] Output file
                                   [] Dump file
                                   [] Library file
                                   [] Archival file
                                   [] Any other: _____

25. What are the ways of input : [] Use of forms
    specification & form design?: [] Sub-screen
                                   [] Use of function-key
                                   [] On-line help and context-
                                      related help
                                   [] Use of windows
                                   [] Escape sequence
                                   [] Display of relevant information
                                      whenever data is entered
                                   [] Any other: _____

26. Which aspects do you consi : [] Use of password
    der for ensuring security : [] Multi-level of passwords
                                   [] Input logging (providing log of
                                      all input data)
                                   [] Any other: _____

27. Are the source documents   : [] Yes
    machine readable?   : [] No

28. Can the input data be accu- : [] Yes
    mulated into batches?   : [] No

29. Have any input format and   :
    procedure been designed to   :
    accommodate changes due to   :
    growth, organizational   :
    policy and environmental   : [] Yes
    demands?   : [] No
30. What is type of output form?: [] Printed documents
                                   [] Display on CRT terminals
                                   [] Both the above
                                   [] Any other: _____

SECTION-III: OUTPUT CONSIDERATIONS

31. From among the following,   : [] External
    which type of output is   : [] Internal operational
    produced?   : [] Interactive
                                   [] Any other: _____

32. How the outputs are   : [] On demand
    generated?   : [] On schedule
                                   [] On exception
                                   [] Any other: _____

    If On schedule   : [] Daily
                                   [] Weekly
                                   [] Monthly
                                   [] Yearly
                                   [] Any other: _____

33. What is the output support : [] Editing
    procedure designed?   : [] Copying
                                   [] Merging
                                   [] Sorting
                                   [] Any other: _____

34. Are certain output reports : [] Standardized
    and documents ?   : [] Consolidated
                                   [] Eliminated
                                   [] Any other: _____

35. Are the output format proce-:
    dures designed to accommodate:
    growth or possible changes in:
    organizational policy or the: [] Yes
    environment?   : [] No
    If Yes, how?   : [] Change in headings, data items,
                                      description of data items,
                                   [] Change in the report format
                                   [] Change in the size
                                   [] Any other: _____

36. What are the adopted output : [] Floppy discs
    storage media?   : [] Magnetic discs
                                   [] Magnetic tapes
                                   [] Any other: _____

37. How control is exercised : [] Respective authorized persons only
    over the distribution of the: [] Through output report logbook
    output? : [] Distribution list alongwith number
       of copies issued and signature of
       the recipient of the report and
       date of receipt.

38. Is the output accumulated : [] Yes
    in batches? : [] No

39. Does the output contain a :
    report of every transaction/:
    activity or only exceptional: _____
    items are reported? : _____

40. Whether output is in machine:
    readable form such as punched: [] Yes
    card, magnetic tape, etc. : [] No

SECTION-IV : STORAGE CONSIDERATIONS

41. What type of file organization:[] Serial organization
    is there on storage medium? : [] Sequential organization
       [] Random organization
       [] Any other: _____
42. What are types of file access: [] Sequential access
    methods being used? : [] Indexed search access
       [] Direct Access

43. What are criteria considered: _____
    for retention or deletion of: _____
    data records? : _____

44. Is there any control built :
    into file processing and : [] Yes
    inquiry procedure? : [] No

45. Is the data storage design : [] Yes
    flexible? : [] No

    If Yes, why? : [] Frequency of data elements and
       enquiries
       [] File processing due to growth
       and organizational changes
       [] External environmental development
       [] Any other: _____

46. Does the information system :
    contain an integrated data :
    base (central information :
    file) instead of several : [] Yes
    separate data files? : [] No

47. Are multiple keys, pointers :
    and directories provided for:
    direct access files so that :
    information can be easily   :   [] Yes
    retrieved and updated?   :   [] No

48. Are the files or database   :
    designed by the user to faci:
    litate interactive process- :   [] Yes
    ing of the system?   :   [] No

    If Yes, Whether data manage-:   [] Yes
    ment software is used?   :   [] No

SECTION-V: PROCESSING CONSIDERATIONS

49. What are the processing   :   [] Sorting
    activities adopted?   :   [] Calculating
                                     [] Comparing
                                     [] Summarizing

50. What are the type of EDP   :   [] Batch Processing System
    subsystems software adopted :   [] Time-sharing System
    to process the input data? :   [] Multi-processing System
                                     [] Multi-programming System
                                     [] Remote Batch processing system
                                     [] Real-time System
                                     [] On-line system

51. What is the adopted type of :   [] Distributed
    data processing?   :   [] Centralized

52. Do the processing procedures:
    and methods produce accurate:
    and timely output, given the: [] Yes
    types?   :   [] No

53. Are the processing procedures:
    designed to achieve turn-   :   [] Yes
    around time?   :   [] No

54. Are the throughput require- :
    ments expected in the system:
    even if growth and changes   :   [] Yes
    occur?   :   [] No

SECTION-VI : CONTROL CONSIDERATIONS

55. Are any input/output control:
    methods included in the   :
    system to detect invalid and: [] Yes
    incorrect processing of data?   [] No

If Yes, which are those? : [] Batch control totals
                            [] Check digits
                            [] Reasonableness checks
                            [] Any other: _____

56. Are any processing control :
    procedures included in the :
    system to detect invalid and: [] Yes
    incorrect processing of data? [] No

57. Are storage control proce- :
    dures which protect the accu:
    racy and confidentiality of :
    the database or datafiles   : [] Yes
    included in the system?   : [] No

58. Are 'batchup' file procedu- :
    res followed,which limit the:
    loss of data caused by physi:
    cal breakdown or incorrect :
    processing included in the : [] Yes
    system?   : [] No

59. Are the data processing   :
    control forms required for : [] Yes
    this system?   : [] No

60. Whether feedback control   :
    procedures are included in :
    the system design, so that :
    fraudulent use of the system: [] Yes
    can be detected or prevented? [] No

61. Are the 'audit trails',which:
    allow the flow of an item of:
    data or a document to be   :
    traced through the entire   :
    information system included : [] Yes
    in the system design?   : [] No

62. Have the control procedures :
    of the system been designed : [] Yes
    to avoid 'over control'?   : [] No

63. Have any control procedures :
    been provided, which can   :
    facilitate and control the : [] Yes.
    system maintenance activity?: [] No

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