In this segment, we will cover the activities that will be carried out during the project adoption phase and the project initiation phase of the project management roadmap. The decision to adopt information systems (IS) projects is very important to business success. There are many proposals to incorporate information technology (IT) into almost every aspect of organisational activity. It is not feasible to adopt all of these proposals. However, doing nothing will quickly leave businesses behind their competition. Thus accurate assessment of which IS projects are of value to the organisation is critical. This segment presents commonly used financial methods of analysis, along with some methods that extend beyond financial data to help assess the adoption of IS projects. The segment also discusses requirements analysis, a key activity to identify precisely what an IS project needs to do. Requirements analysis involves high levels of contact between system analysts and users.

Project costing and project staffing are two key activities that a project manager should conduct during the initial stages of a project. Guidance is given in this segment on how to perform a project costing and create a staffing plan. The importance of establishing a project charter to clarify the objectives and scope of a project is also examined in this segment.

2. Reading

**Reading: Textbook and Other Readings**

**Required Textbook Readings:**
Refer to the List of Textbook Readings for relevant readings.

**Reference Readings:**
  This article presents a good example of attempts to use IT to improve operations for an organisation. It also presents a common example of the appropriateness of detailed financial evaluation of projects. Full net present value or cost-benefit analysis is difficult to apply when dealing with IT that has many obvious benefits that are difficult to price. The article also
demonstrates other issues of concern in this segment, to include selection of a software consultant, requirements analysis and risk management.


3. Segment Overview
The segment consists of the following topics:

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<tr>
<th>Topic Title</th>
<th>Topic Overview</th>
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<tbody>
<tr>
<td>Segment Introduction</td>
<td>This topic gives an overview of the segment and a brief introduction to IS project adoption and initiation.</td>
</tr>
<tr>
<td>Information Systems Project Selection Practice</td>
<td>This topic reviews the best practices with respect to IS project selection.</td>
</tr>
<tr>
<td>Project Evaluation Methods</td>
<td>This topic discusses objective as well as subjective approaches to project evaluation.</td>
</tr>
<tr>
<td>Requirements Analysis and Management</td>
<td>The success of IS projects hinge a great deal on the effective analysis and management of requirements, described in this topic.</td>
</tr>
<tr>
<td>Project Costing</td>
<td>This topic outlines the major cost items to consider when deciding costs for a project.</td>
</tr>
<tr>
<td>Project Staffing</td>
<td>This topic discusses the issues a project manager needs to consider when selecting the staff for a project.</td>
</tr>
<tr>
<td>Project Charter</td>
<td>The purpose and structure of the project charter is described in this topic.</td>
</tr>
</tbody>
</table>
4. Objectives

Objectives: Project Adoption and Initiation

Upon completion of this segment, you should be able to
- evaluate a project by conducting a cost-benefit analysis using both subjective and objective approaches
- calculate net present value for a project
- describe the process and importance of analysing and managing requirements
- identify major cost items in a project and provide costing for a project
- create a staffing plan
- draw up a project charter