**Stage 4: System Recommendation and Final BA&SR Report**

Before you begin work on this assignment, be sure you have read the Case Study, and reviewed the feedback received on your Stage 1, 2 and 3 assignments.

**Overview**

As the business analyst in the CIO's department of Chesapeake IT Consulting (CIC), your next task in working towards an IT solution to improve the hiring process at CIC is to write a justification and implementation plan for a system that the CIO has decided will meet CIC's needs. In this Stage 4 assignment, you will explain how the selected system meets CIC's requirements, and what needs to be done to implement the system within CIC. **In addition**, you will provide a complete final BA&SR Report incorporating feedback from all earlier stages.

**Assignment – BA&SR Section IV – System Recommendation and Summary & Conclusion**

The first step is to incorporate the feedback you received on your Stage 3 assignment, making any needed corrections or adjustments. (If you have not incorporated the feedback from your Stage 1 and Stage 2 assignments, you should do so prior to submitting Stage 4.) Part of the grading criteria for this final stage includes addressing previous feedback to improve the final report. For this assignment, you will add Section IV as outlined below to Sections I, II and III.

Section IV of the Business Analysis and System Recommendation Report will explain how the selected system helps CIC achieve its strategy, improve its hiring process, and meet CIC's requirements, and you will explain how each implementation area might be addressed to help ensure a successful implementation of the technology solution.

Using the case study and the **outline** and **resources** listed below, develop your Section IV - System Recommendation. Approximate lengths for each section are provided as a guideline; be sure to provide all pertinent information.

**As you review the case study, use the assignment instructions to take notes to assist in your analysis; in addition, review information provided in earlier stages of this report to identify where the proposed solution can address the needs and requirements.**

**Use the outline format and headings provided and follow all formatting instructions below. Review final report for incorporation of previous grading content feedback and any format changes needed.**

**IV. System Recommendation**

1. **System Justification and How the Proposed Solution Meets the Requirements**

Provided with the Stage 4 Assignment Instructions is a description of an IT solution that HR management has selected, with the CIO’s endorsement, to meet the needs of improving CIC’s hiring process. In Stage 1, you analyzed the strategy and objectives for CIC and how a technology solution to improve the hiring process would contribute. In Stage 2, you analyzed how to improve the hiring process with this solution, and in Stage 3 you identified specific requirements. After reviewing the EZ-ATS Vendor Brochure, briefly describe the selected solution. Then, describe how the proposed solution aligns with achieving the strategy, improving the process, and meets the requirements. Write one to two clear, concise, well-organized paragraphs to summarize this assessment. Don’t just repeat information from previous stages, but synthesize this information and provide strong information and justification to explain why this proposed solution is a good fit for CIC.

1. **Implementation Areas**

To successfully implement this technology solution, several key areas must be addressed by CIC. Below is a list of key implementation areas. Use the numbering and headings below and address each area by providing a separate paragraph for each area to explain how the area will be addressed. Information from the vendor brochure can address some of these but other areas need to be addressed by CIC. It is not sufficient to just indicate “Vendor provides." In addition to incorporating course content, external research on implementation areas will strengthen your understanding and explanation.

1. Vendor agreement
   1. What does the vendor require from CIC to be able to start using the system?
   2. How much will it cost to get access to and configure the system for CIC's use?
   3. How much will it cost per month to support 60 system users?
2. Hardware and telecommunications
   1. List the types of hardware CIC employees can use to access the system.
   2. What kind of telecommunications will be used for the solution, including local connectivity inside CIC and Internet access from outside CIC?
3. Configuration (Even SaaS solutions require a degree of configuration for each client. What needs to be done to implement the CIC job requisitions, workflow, reports, terminology and/or logo/graphics?)
   1. What options does the vendor offer for configuring the off-the-shelf system to CIC's needs?
   2. How will the configuration be done and by whom?
4. Testing
   1. What option is offered for CIC to just try out the system to see how it works?
   2. Once it has signed up and configured the system, how will CIC test the system to see if it is working properly for its needs? Describe how CIC will conduct User Acceptance Testing. (This would be a good area for you to research.)
   3. Choose one of the ten requirements in Requirements (listed in Section III of your BA&SR Report) and explain how that requirement will be tested to ensure it is working properly and the requirement is met.
5. Employee preparation and support – Identify what CIC should do in each of the areas below to prepare the employees (including the hiring managers in the various departments) to use the new system. Identify who (by their title or role) should do what in each area. (Incorporate information from Course Content – Leadership and Change Management Course Module – Week 8)
   1. Leadership (2-3 sentences)
   2. Change Management (2-3 sentences)
   3. Training (2-3 sentences)
   4. User Support (2-3 sentences)
6. Data migration – Consider what existing data (applicants in process with the manual process) would need to be entered into the system to get started and how might this be accomplished?
7. Maintenance – How will updates and enhancements to the EZ-ATS system be made?

**Summary and Conclusion:** Close your Business Analysis and System Recommendation Report with a brief summary of the key points including the benefits CIC can expect to gain from this solution and the alignment with strategic objectives. (One well-written paragraph). Just as your introduction informed your reader about why you’re writing and what’s to come, the conclusion should provide a clear and concise final paragraph to reinforce/emphasize key points and a compelling argument for the chosen solution – and it should urge the reader to take action.

**Formatting Your Assignment**

**NOTE:** **This final submission should be a cohesive Business Analysis and Systems Recommendation Report for the CIO of Chesapeake IT Consulting. Sections I, II and III should have been updated to reflect feedback received during the grading process. The formatting should be consistent throughout the document, and the writing should flow well from beginning to end. Headings, section and page numbering should be correct for a final submission. Although you prepared this in stages, the final product should not seem to be piecemeal or disconnected.**

Consider your audience – you are writing in the role of a CIC business analyst and your audience is CIC and your boss, the CIO. Don’t discuss CIC as if the reader has no knowledge of the organization. Use third person consistently throughout the report. In third person, the writer avoids the pronouns I, we, my, and ours. The third person is used to make the writing more objective by taking the individual, the “self,” out of the writing. This method is very helpful for effective business writing, a form in which facts, not opinion, drive the tone of the text. Writing in the third person allows the writer to come across as unbiased and thus more informed.

* In Stage 4, you are preparing the final part of a 4-stage report. Use the structure, headings, and outline format provided here for your report.
* Begin with Sections I, II and III, revised according to any feedback received and add to it Section IV.
* Write a complete, well organized paper that includes the four sections of the Business Analysis and System Recommendations (BA&SR) report. Use the recommendations provided in each area for length of response. It’s important to value quality over quantity. **Length for Section IV should not exceed five (5) pages in addition to Sections I, II and III.**
* Content areas should be double spaced; table entries should be single-spaced.
* Ensure that each of the tables in the final report is preceded by an introductory sentence that explains what is contained in the table, so the reader understands **why** the table has been included.
* Continue to use the title page created in Stage 1 that includes: The company name, title of report, your name, Course and Section # and date of this submission.
* For Section IV, use **at least three** resources with APA formatted citation and reference. One reference must be from an external source, one must be the EZ-ATS Brochure, and one must be another reference from the IFSM 300 course content. Course content should be from the class reading content, not the assignment instructions or case study itself.
* Finalize the Reference Page for resources required for all sections of the report. The final document should contain all references from all stages appropriately formatted and alphabetized.
* Running headers are not required for this report.
* Compare your work to the Grading Rubric below to be sure you have met content and quality criteria.
* Submit your paper as a Word document, or a document that can be read in Word. Keep tables in Word format – do not paste in graphics.

Your submission should include **your last name first in the filename:** **Lastname\_firstname\_Stage\_4**

**GRADING RUBRIC:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | **90-100%**  **Far Above Standards** | **80-89%**  **Above Standards** | **70-79%**  **Meets Standards** | **60-69%**  **Below Standards** | **< 60%**  **Well Below Standards** | **Possible Points** |
| **How the Proposed IT Solution Meets the Requirements**  *How the IT solution aligns with achieving the strategy, improving the process, and meets the requirements* | **18-20 Points**  Clear, complete, compelling and related to the Case Study and Vendor Brochure; demonstrates sophisticated analysis and writing. | **16-17 Points**  Complete and related to the Case Study and Vendor Brochure; demonstrates effective analysis. | **14-15 Points**  Provided and related to the Case Study. | **12-13 Points**  Incomplete, inaccurate and/or not related to the Case Study. | **0-11 Points**  Very incomplete, or missing, or incorrect. | 20 |
| **Implementation Steps**  ***An introduction and all areas (vendor agreement, hardware/ telecom, configuration, testing, employee preparation, data migration, and maintenance)***  ***Generally, 0-5 points each*** | **31-35 Points**  **Clearly and thoroughly included introduction and covered all areas, strongly derived from the Case Study and vendor brochure, and demonstrates sophisticated analysis and writing.**  **All 7 areas well done.** | **28-30 Points**  **Clearly covered and included introduction and all areas, derived from the Case Study and vendor brochure, and demonstrates effective analysis and writing.**  **6 areas covered.** | **24-27 Points**  **Covered and included introduction and majority of areas and related to the Case Study and the vendor brochure.**  **5 areas covered.** | **21-23 Points**  **All areas not covered, and/or are not related to the Case Study and/or the vendor brochure.**  **4 areas covered.** | **0-20 Points**  **Very incomplete, inaccurate or missing.**  **3 or fewer areas covered.** | **35** |
| **Summary and Conclusion**  ***Summarizes the BA&SR and provides a compelling explanation of benefits to be gained*** | **9-10 Points**  **Provides strong, clear and concise summary; appropriately; demonstrates sophisticated analysis and writing.** | **8.5 Points**  **Provides clear summary; demonstrates effective analysis and writing.** | **7.5 Points**  **Provides summary.** | **6.5 Points**  **Lacks sufficient information to provide sufficient summary.** | **0-5 Point**  **Very incomplete or missing.** | **10** |
| **Research**  ***Three*** *or more sources—one is the vendor brochure, one from within the IFSM 300 course content, and one external (other than the course materials)* | **9-10 Points**  Required resources are incorporated and used effectively. Sources used are relevant and timely and contribute strongly to the analysis. References are appropriately incorporated and cited using APA style. | **8.5 Points**  At least three sources are incorporated (vendor, course content and internal) and are relevant and somewhat support the analysis. References are appropriately incorporated and cited using APA style. | **7.5 Points**  Fewer than 3 resources properly incorporated, and/or reference(s) are not cited using APA style. | **6.5 Points**  A source may be used, but is not properly incorporated or used, and/or is not effective or appropriate; and/or does not follow APA style for references and citations. | **0-5 Points**  No course content or external research incorporated; or reference listed is not cited within the text | **10** |
| **Complete BA&SR Report**  *Including incorporation of feedback received during the grading process* | **13-15 points**  Document is a very effective and cohesive assemblage of the four sections, addresses grading feedback from earlier stages, is well formatted and flows smoothly from one section to the next. | **12.75 Points**  Document is a good assemblage of the four sections with appropriate formatting and flow and addresses grading feedback from earlier stages. | **10-11 Points**  May be lacking sufficient revisions based on feedback and/or lack a cohesive presentation and flow. | **9-10 Points**  Lack of incorporated feedback, continuity of flow and presentation of final information. | **0-8 Points**  No incorporated feedback and/or not well compiled and presented as a cohesive document. | **15** |
| **Format**  *Uses outline format provided; includes Title Page and Reference Page* | **9-10 Points**  Very well organized and is easy to read. Very few or no errors in sentence structure, grammar, and spelling; double-spaced, written in third person and presented in a professional format. | **8.5 Points**  Effective organization; has few errors in sentence structure, grammar, and spelling; double-spaced, written in third person and presented in a professional format. | **7.5 Points**  Some organization; may have some errors in sentence structure, grammar and spelling. Report is double spaced and written in third person. | **6.5 Points**  Not well organized, and/or contains several grammar and/or spelling errors; and/or is not double-spaced and written in third person. | **0-5 Points**  Extremely poorly written, has many grammar and/or spelling errors, or does not convey the information. | **10** |
|  |  |  |  |  | **TOTAL Possible Points** | **100** |