

**HIGHER TECHNICAL INSTITUTE
COURSE IN COMPUTER STUDIES**

DIPLOMA PROJECT

**ASSETS CONTROL SYSTEM OF THE
CYPRUS TOURISM ORGANIZATION**

This project is submitted to the course of the
COMPUTER STUDIES
of the
HIGHER TECHNICAL INSTITUTE
in
NICOSIA CYPRUS
in partial fulfillment of the requirements for diploma in
COMPUTER STUDIES

Project Supervisor : Mrs Pagona Katsouri (HTI Lecturer)
BSC, MCCS

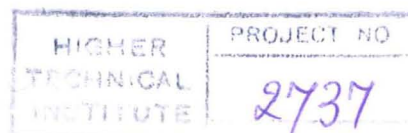
External Supervisor : Mr Antonis Neocleous (Programmer
of the CTO)
Master/Bachelor in
Computer Studies

SYSTEMS ANALYSIS
CS/172

DESIGNED AND IMPLEMENTED BY

ELENI ZANTI

10 JUNE 1997



**HIGHER TECHNICAL INSTITUTE
Diploma Project in Computer Studies
1996-1997**

**ASSETS CONTROL SYSTEM
FOR THE CYPRUS TOURISM ORGANIZATION**

BY

ELENI ZANTI

SUMMARY

The idea of this project was derived from the need for a computerized system that would record some of the tasks of the Accounting Department that concerning the Asset Control of the Cyprus Tourism Organization and produce reports that would be of great value to the user.

The basic objectives of the project were to produce a system that would satisfy the expressed need, which was the reducing of the time and effort that the paperwork consumes, and also be simple enough to be operated by the people that will use it.

The first phase of the project was the Investigation phase, during which the various tasks for the fixed assets control were studied and the feasibility of the project decided upon.

The second phase was the Analysis and General Design phase. During that period the project specifications were extracted in the line with the specified needs of the user and a preliminary outline of the computerized system was designed.

The third phase was the Detailed Design and Implementation phase, during which the new system was designed in its detailed aspects, implemented and tested to meet user performance criteria.

The final phase was the Installation phase, where the actual software system was installed on existing equipment and all files were approximately initialized.

TABLE OF CONTENTS

ACNOWLEDGEMENTS

SUMMARY

1	CHAPTER 1 : INVESTIGATION PHASE	
1.1	INTODUCTION	1
1.2	Activity 1 : INITIAL INVESTIGATION	1
1.2.1	Introduction	1
1.2.2	Information Gathering Methods	2
1.2.3	Preliminary Statement of the Problem	2
1.2.4	Information about the Organization	3
1.2.4.1	General Information about the Organization	3
1.2.4.2	Organizational Structure	3
1.2.4.2.1	General Organizational Structure	3
1.2.4.2.2	Accounting Department Structure	4
1.2.4.3	Present Goals	4
1.2.4.3.1	General Organization Present Goals	4
1.2.4.3.2	Accounting Department Present Goals	5
1.2.4.4	Future Plans	5
1.2.4.4.1	General Organization Future Plans	5
1.2.4.4.2	Accounting Department Future Plans	5
1.2.4.5	Policies	5
1.2.5	Information about the People	6
1.2.5.1	Employees	6
1.2.5.2	Job Duties	6
1.2.5.3	Information Needs	6
1.2.6	Information about the Work	6
1.2.6.1	Methods and Procedures for Performing the Work	6
1.2.6.2	Work Schedules and Volumes	7
1.2.6.3	Performance Criteria	7
1.2.6.4	Control Mechanisms	7
1.2.7	Information About the Work Environment	8

	1.2.7.1 Location	8
	1.2.7.2 Physical Arrangements of Work Environment	8
	1.2.7.3 Resources Available	8
	1.2.8 Conclusions of the Investigation Phase	8
1.3	Activity 2 : FEASIBILITY STUDY	10
	1.3.1 Introduction	10
	1.3.2 Purpose and Scope of the New System	10
	1.3.3 Existing System	10
	1.3.4 Anticipated Changes and Expected Benefits	11
	1.3.5 Financial Feasibility	11
	1.3.5.1 Introduction	11
	1.3.5.2 Cost-Benefit Analysis	11
	1.3.5.3 Conclusions	14
	1.3.6 Operational Feasibility	14
	1.3.7 Technical Feasibility	14
	1.3.8 Schedule Feasibility	15
	1.3.9 Human Factors Feasibility	16
2	CHAPTER 2 : ANALYSIS AND GENERAL DESIGN PHASE	
2.1	INTRODUCTION	17
2.2	Activity 3 : EXISTING SYSTEM REVIEW	18
	2.2.1 Introduction	18
	2.2.2 Information Movement	18
	2.2.3 Methods and Procedures for Performing the Work	18
	2.2.4 Work Schedules and Volumes	19
	2.2.5 Performance Criteria	19
	2.2.6 Control Mechanisms	19
	2.2.7 Description of the Existing System Outputs	20
2.3	Activity 4 : NEW SYSTEM REQUIREMENTS	21
	2.3.1 Introduction	21
	2.3.2 User Specification Document	21
	2.3.2.1 Introduction	21
	2.3.2.2 Overview Narrative	21

2.3.2.3	System Function	21
2.3.2.4	Processing	22
2.3.2.5	Outputs for Users	22
2.3.2.6	Inputs to the System	23
2.3.2.7	User Interface with the New System	23
2.3.2.8	Conclusion	23
2.4	Activity 5 : NEW SYSTEM DESIGN	24
2.4.1	Introduction	24
2.4.2	New System Design Specification Document	24
2.4.2.1	Introduction	24
2.4.2.2	Process Description	24
2.4.2.3	Data Files	24
2.4.2.4	Security and Control	25
2.4.2.5	Access Control	25
2.5	Activity 6: IMPLEMENTATION & INSTALLATION PLANNING	26
2.5.1	Introduction	26
2.5.2	Preliminary Detailed Design & Implementation Plan	26
2.5.3	Preliminary System Test Plan	27
2.5.4	User Training Outline	27
2.5.5	Preliminary Installation Plan	27
3	CHAPTER 3 : DETAILED DESIGN AND IMPLEMENTATION PHASE	
3.1	INTRODUCTION	29
3.2	Activity 7 : TECHNICAL DESIGN	30
3.2.1	Introduction	30
3.2.2	Detailed Design Specification	30
3.2.2.1	Introduction	30
3.2.2.2	Specifications for Backup and Recovery Procedures	30
3.2.2.3	Specifications for On-Line Help Facilities	31
3.2.2.4	Software Considerations	31
3.2.2.5	Human Machine Interface Design	32
3.3	Activity 8 : TEST SPECIFICATION AND PLANNING	33
3.3.1	Introduction	33

3.3.2	System Parts Test Specifications	33
3.3.3	Acceptance Test Specifications	34
3.4	Activity9 : SYSTEM DEVELOPMENT AND TESTING	35
3.5	Activity 10 : USER TRAINING	35
3.5.1	Introduction	35
3.5.2	Process	35
3.6	Activity 11 : SYSTEM TEST	36
4	INSTALLATION PHASE	
4.1	INTRODUCTION	37
4.2	Activity 12 : FILE CONVERSION	37
4.3	Activity 13 : SYSTEM INSTALLATION	37
5	REVIEW PHASE	
5.1	INTRODUCTION	39
5.2	Activity 14 : SYSTEM DEVELOPMENT RECAP	39
5.3	Activity 15 : POST IMPLEMENTATION REVIEW	39

CONCLUSION

APPENDICES

APPENDIX A

APPENDIX B

APPENDIX C

APPENDIX D

APPENDIX E

APPENDIX F

APPENDIX G

APPENDIX H

APPENDIX I

APPENDIX J

GLOSSARY