Methods of Implementation – Advantages and Disadvantages

	Advantages	**Disadvantages**
Direct Conversion	Direct conversion can be achieved very quickly, thus reducing the downtime of the system. It is also the easiest method when compatible hardware and software exists in both systems.	Direct conversion requires the data in the old system to be converted for use with the new system. It is also a problem-laced method if Information Technology is being introduced for the first time. Also, if the new system fails or problems arise, the old system is not available as a backup.
Parallel Conversion	Both the new and the old systems are fully operational for a period of time, allowing comparison of the two. This allows for the new system to be tested with a real-world set of data, which can be compared to the old system. Also, if the new system fails, the old can continue with a minimum loss of data, as both systems are kept up-to-date.	Parallel conversion adds to the workload of participants using the systems, as all processes must be carried out (at least) twice. It also requires participants to be fully trained in the new system before it's implementation.
Phased Conversion	Phased conversion allows for each module of a new system to be individually tested and evaluated with real-world data. It also allows for staff to gradually acclimatise to the new system. Finally, if a single module fails, that module can be removed and corrected, without great loss to the remainder of the new system.	Some modules may be incompatible with the old system existing before other modules are introduced. (eg: introducing a DBMS to replace a card file system – the digital data will be incompatible with the card file.) Phased Conversion may also lead to confusion as to which system is being used for what.
Pilot Conversion	If a new system fails in pilot conversion, the old system continues with a minimal loss of data. Pilot conversion also allows for the new system to be tested with real-world data as a complete system, and allows participants in the system to train others in its use.	If a system undergoing pilot conversion does fail, the data in the new system is lost. It can also lead to some confusion as to which system is being used for what.