

4 HOW TO GET A COMPUTER

This section discusses the process you need to go through to acquire a microcomputer system. Basically, you must define your data processing requirements, and then send the resulting specifications through the proper channels.

To activate the acquisition process, you must fill out Form EXT 1334 – Request For Computer/Word Processor (Hardware/Software).

The form should be delivered to MIS no later than September 30 of the fiscal year preceding the year in which the purchase is to be made. In exceptional circumstances, MIS will attempt to respond to a late request, but it cannot guarantee that the request will be included in the next year's budget submission.

The early nerd catches the chips.

Form EXT 1334 has two sections of major interest; the Justification and the Proposal. The Justification section requires that you define and justify your requirements.

FASTFACTS

Define Application Needs First

- Given the work you are involved in, what type(s) of application will meet your needs and, more importantly, will this software increase your productivity, assist in better decision-making, or otherwise enhance your work.
- In word processing, do you work with large or tightly-structured documents, or letters and memos?
- With spreadsheets, do you require advanced statistical functions or create graphs?
- In database systems, do you work with structured or unstructured data? How much data?
- Do you need agendas and appointment schedulers? Electronic Mail?
- Do you do project management? Are these projects large or small?

The Microcentre people will be happy to advise you on the software best suited to your working requirements and style.

You will then need to translate the above requirements into a hardware and software Proposal.