

EXECUTIVE SUMMARY

The Director, Personnel Policy and Planning Division (ADA), requested the Management Services Division (MFS) in August 1983, to conduct a work-simplification study in the Personnel Budget and Finance Section (ADAF). Recognizing the in-depth financial implications of such a study, it was agreed that MFS would undertake this study jointly with the Financial Planning and Analysis Division (MFRS).

The objective of the study was to identify, evaluate and document all ADAF operations, and to make recommendations, including the possible use of automation, for an improved financial management and accounting system for the Personnel Branch. The study was conducted during the month of October 1983.

It is concluded that the present manual procedures in ADAF are not conducted in an efficient manner and do not lend themselves to possible increases in workload. The numerous manual record-keeping systems are paper intensive, cumbersome, duplicate information that already exists on other systems, and generally are in-effective in providing fast, accurate information retrieval and summaries.

The project team found a number of applications which it considered suitable for automating, the major one being the salary costing exercises. Costing and statistical gathering operations for travel, relocations, and allowances, culminating into the monthly preparation of the personnel sector operating forecast are less complicated operations, yet lend themselves to automation.

The project team recommends a personal computer be provided to ADAF for the processing of these applications. With the additional necessary peripherals and software packages as outlined in this report, it is estimated the capital cost will be approximately \$10,000.