

RESOURCE SUMMARY: (\$000)

Dollars include salary, operating and capital.

	83/84	84/85	85/86	TO COMPLETE	TOTAL PROJECT	Future
	PY \$	PY \$	PY \$	PY \$	PY \$	PY \$
Existing	.25 11.0*	N/A	N/A	N/A	.25 11.0	.05 3.
New						
Total Direct Costs	.25 11.0				.25 11.0	.05 3.
Indirect Costs	.1				.1	.05

* Includes \$3.0 costs for printing and distribution.

** Includes \$1.0 printing cost.

BENEFITS

Secretaries and drafters of all types of correspondence and documents will have an accurate and up-to-date reference guide. There should be a reduction in the time spent searching for procedural guidance and correcting material which does not fulfill style and format requirements. Uniformity in presentation of information on diverse subjects to Ministers and senior management generally will facilitate comprehension and consequently decision-making.

Brian L. Jones
Project Officer

Dec 11/83
Date

E. J. [Signature]
Project Manager

Dec 15/83
Date