

EAMIP PROJECT COMPLETION REPORT

SAMPLE

TITLE:

Inventory of Existing Systems CC12

OBJECTIVE:

To profile computer systems currently operational within DEA in order to create an inventory of all systems in the department.

GOAL:

To make available a publication for distribution within the Department that describes the key features of these systems.

PLANNED DATE OF COMPLETION:

End February 1984.

ACTUAL DATE OF COMPLETION:

End February 1984.

PLANNED COSTS:

\$ 1,000
PY 0.1

ACTUAL COSTS:

Less than \$1,000
PY 0.1

DESCRIPTION OF THE WORK:

The contacts for the various systems were first identified. These people were interviewed and the profiles of systems were a result of the information obtained at these interviews. These individuals also reviewed the system descriptions. This project does not address a specific Central Agency comment but it does fill a specific information need in the department.

PRODUCT RESULT(S) OF THE PROJECT:

A publication entitled "Current MIS/EDP systems within External Affairs" February 19, 1984.

WHERE AVAILABLE:

MFSA

ASSESSMENT OF SUCCESS:

Publication provides accurate basic information and the source for further information is identified. Both the objective and goal have been met.

RECOMMENDATIONS/FOLLOW UP:

This publication be given to MFSC who should also have the responsibility for updating it as necessary.

Project Manager

Date

COMMENTS OF REVIEWING AUTHORITY:

(when applicable)