EAMP PROJECT NO. MR07

TITLE: Procurement Control Systems and Automation

RESPONSIBILITY: Project Manager: R.K. Plowman, MRD
Project Officer: J.C. Stewart, Management Consultant, Management Services Divsion

PRESENT SITUATION:
With the increased volume of procurement and shipments to posts abroad which have resulted from the consolidation of programs in the Department, MRD is concerned that the existing control systems within the Procurement and Traffic Operations Section are adequate to handle the additional transactions. Management of both MRD and MRM are interested in the potential of office automation equipment to assist the section in increasing its productivity to meet the rising demand for service.

OBJECTIVES:
The study has three objectives:

a) to evaluate and, if required,to recommend improvements to the control mechanisms regulating the Department's furnishing inventory for posts abroad;
b) to assess and, if required, to recommend improved commitment procedures for the shipment of goods to posts; and
c) to evaluate the potential for improvements in productivity through the use of office automation equipment.

GOALS:
This project is sub-divided into three phases (A,B and C) which correspond to the above three objectives. Goals for the phases are as follows:

Phase A - Review and recommend improvements to the Departmental Furnishings Inventory.
Phase B - Review and recommend improvements to the material shipping commitment system.
Phase C - Investigate and make recommendations vis-à-vis the use of automated systems for the functions.

DESCRIPTION:
Since the systems in question are largely confined to the Procurement and Operations Section of MRM, this study will focus on MRMP. As systems rather than organizations are the subject of the study however other organizations may become part of the study where major interfaces are identified.
Phase one of the study seeks to document the present control mechanisms governing the warehousing of Departmentally- furnished goods destined for posts abroad. These mechanisms include a dollar limit on the volume of goods which can be stocked, a suspense account governing the