

CHECKLIST FOR MANAGERS

	N/A	Yes	No
14) Are all the users prepared to share equipment to make full use of it?			
15) Have all the users defined clearly what they will want, the volume of data involved, the size of the searches required, and how often they will want reports?			
16) Does everyone agree on how often the data must be updated?			
17) Are all the special edit rules understood and accepted?			
18) Have you worked through MFS and MGDW to meet all needs, standards, and procedures established by Headquarters or Central Agency specialists?			
19) Do you have a standard format and procedure for assessing all the proposals for secondary systems going on the machine?			
20) Have you agreed on all the systems that will go on the computer?			
21) Are the security restrictions for access to and protection of the system clear?			
22) Have everyone's needs been finalized before software and machinery are purchased?			
23) Are you capable of supplying data to test the system?			
24) Are you prepared to run the manual system and automated system in parallel until the automated system is considered finalized?			
25) Have all the costs been counted (PYs and dollars)?			
26) Do you have all the funds and PY's necessary to implement and run the system?			
27) Are you able to maintain the equipment?			
28) Are you able to maintain the software?			
29) Is your electricity supply free of surges and brownouts?			