Office automation is rapidly demonstrating that it can provide significant benefits for the productivity of the "Knowledge Worker". The introduction of secure work stations into the Department will require careful preparation and a study of what would be involved should begin without delay.

Those office automation functions that should operate at the work station compared to those that would be done at the host computer are illustrated in the Table 1.

It is assumed that those work stations that access secure data would not have any local storage. Therefore any application systems software required would have to be transmitted from the host and located into the non-permanent RAM memory on the terminal.

End-users should be able to obtain the information they require without the need to learn complicated procedural languages or computer programming. Those users that have the aptitude, experience and desire to perform their own information retrieval, data messaging or report generation should be provided with the tools to do the job. Other users, particularly senior managers, should be provided with a "Chauffeur Driven" capability that would allow them to explain their requirements to an intermediary (user information liaison officers) who would then produce the appropriate reports.

4.7.5 FUTURE TECHNOLOGY SCENARIOS

The requirements listed in the previous section suggest a number of possible technology scenarios that could meet the needs of the Department. This section outlines probable computing environments for HQ and Posts in the five year planning horizon. The scenarios should be taken only as general indicators since they will be modified considerably once detailed application system long range systems plans become available.

4.7.6 HEADQUARTERS

One of the principal objectives of the technology strategy is to have a single family of equipment and software. In pursuit of this objective a group of new compatible processors will be required to handle much of the programme, administrative and office automation requirements. However, it is expected that some existing systems would continue to have a useful life throughout the entire planning horizon. Figure 4 illustrates various configurations that would support the Headquarter's application requirements. Each of the configurations has been indicated by the designation MIPS (millions of instructions per second). This is a common method of indicating the relative power of computer processors. Three groups of processing systems have been identified:

(1) those system processors that must become part of the compatible family in the short to medium term;

(2) those system processors that will become part of the compatible family over the longer term; and

(3) those system processors that would not become part of the compatible family for reasons such as required compatibility with other systems outside the Department.

Each of these groups of systems processors will now be discussed.

4.7.7 GROUP 1 - COMPATIBLE FAMILY OF PROCESSORS

(1) Administrative Systems

These would include systems for personnel, finance and physical resources. Access to this system would be through work stations operated