

**BUREAU OF MANAGEMENT CONSULTING**  
**BUREAU DES CONSEILLERS EN GESTION**

Project No. 1-1064

April 10, 1975

PROJECT AGREEMENT BETWEEN  
 THE  
 DEPARTMENT OF EXTERNAL AFFAIRS  
 AND THE  
 BUREAU OF MANAGEMENT CONSULTING

CLIENT: Mr. L.J. O'Toole, Assistant Under Secretary

PROJECT: The Development of a Substantive Information System, Phase II.

Phase II of this project will continue work begun in Phase I by providing more detailed specifications of the approved system, including performance characteristics and staffing requirements, and a detailed implementation plan.

These specifications are the necessary basis for both TBS approvals and the preliminary steps towards implementation.

BACKGROUND:

The Phase I report described in detail the basic problems confronting the Department in the area of information storage and retrieval and the variety of possible approaches, together with a "Preferred System" to deal effectively with these particular circumstances. In addition a tentative implementation plan was presented to indicate the general time frames in which system development could take place. Departmental approvals for the concept and general outline of this system were obtained, and 'B' Budget submissions for resources were put forward to Treasury Board.

PROPOSED WORK PLAN FOR PHASE II:

Activities in this Phase are designed to define more clearly the substantive information system presented in Phase I. Following the work carried out in Phase II the initial steps towards implementation will be possible, in which both departmental procedures and resource utilizations would be affected.

The large number of activities involved have been grouped into broad categories for descriptive purposes:-

System Characteristics: Principal tasks here will be determination

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