

IMPLEMENTATION CONSIDERATIONS

The organization of this system will be an MRPF in-house activity. Up-to-date inventories from the posts will be used in the project but are part of MRPF's ongoing function and therefore no change in activity will result. An education/awareness program for ambassadors, administrative trainees and clerical staff makes mention of the proposed computer inventory and posts will be made aware of the system through inventory updates. If the requested funding or contract person are not made available it will be impossible to institute the proposed system. The proposed computer system has already suffered delays due to CHIN's financial reorganization to cost recovery. To delay the system further could have, lasting effects on the very existence of the Fine Arts Programme and the Department's funding for the acquisition of artworks.

MAJOR STEPS AND TIMING

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| 1. Analysis of existing records. | completed |
| 2. Specification of required records & procedures. | completed |
| 3. Interim organization of files & institution of maintenance standards & procedures. | completed |
| 4. Selection of computer inventory system. | completed |
| 5. Creation of data based - selection of fields. | completed |
| 6. Design of data forms and manual. | |
| 7. Information Entry on Data Forms. | 6 mo. (scheduled from Jan. 84 pending consultant approval) |
| 8. Data entry in computer. | 2 mo. (date to be determined)* |
| 9. Terminal becomes operational. | 1 mo. (date to be determined)* |
| 10. Printout of inventory. | 1 week (date to be determined)* |
| 11. Proofreading of inventory (1) sequential (2) by field | 6 mo. (date to be determined)* |
| 12. Addition and/or correction of information. | |
| 13. System evaluation and changes. | 2 mo. (date to be determined)* |
| 14. Depends on date point 7 begins. | Dec./84 (depends on point step 7 begins) |
| 15. Ongoing system. | * Depending on commencement of Steps 7 and 8. |

RESOURCE SUMMARY: (\$000)

Dollars include salary, operating and capital.

	83/84		84/85		85/86		TO COMPLETE		TOTAL PROJECT		Future	
	PY	\$	PY	\$	PY	\$	PY	\$	PY	\$	PY	\$
Existing	.2	6.0	.4	12.0					.6	18.0	.4	27.0*
New		5.0		29.0						34.0		
Total Direct Costs	.2	11.0	.4	41.0					.6	52.0	.4	27.0
Indirect Costs												

*(12.0 salary + 15.0 system rental)