

- Carefully estimate the volume of data you will be working with in order to arrive at the amount of disk storage you will require. Will you be working with large databases? Many small files?
- Define the type of display you will need. Will you be using graphics software? Desktop Publishing?
- Define the processing requirements. Do you do a lot of number crunching (processor intensive)? Record keeping (disk intensive)?
- Define the output (printing) needs. Do you print presentation level documents? Desktop Publishing? Graphics? Plots?

Talk to the Microcentre. They will be able to advise you on the hardware you will need to fulfill the tasks that your software will be doing.

After a request has been submitted, it goes through a process of assessment by MIS in consultation with the responsibility centre manager, area management advisors and, if necessary, the Information Management Policy Committee. On the basis of all submitted and approved requests, MIS makes budgetary provisions and completes mandatory reports to central agencies. Even if a request is included in the budget submission, the submission goes through a budget screening process. Therefore, the ability to fulfill a particular request is dependant upon MIS receiving the necessary capital funding.