

1.4.2 Implementation Approach

1.4.2.1 Preliminary Activities

Preliminary activities should start upon acceptance of this report by management. These activities are:

1. **Information Systems Organization**

As a first and paramount activity, the department should gain approval for key positions within the proposed Information Systems Organization (Overall Co-ordinator, Data Administration and Database Administrator). Staffing for these functions should be complete by January 1, 1986.

2. **Cost Benefit Analysis**

A formal cost benefit analysis should be prepared and submitted to Treasury Board. Information contained in the four volumes of this study can be supplemented by CIDA's actual costs of operation. The study should assess the costs under Service Bureau, Facilities Management and in-house facilities. CIDA have indicated they will provide details of their costs for both service bureau and facilities management approaches.

3. **Systems Infrastructure**

The remaining administrative systems should be scoped as to size, user interfaces and their data which will be used for corporate user purposes.

Data Administration policies should be developed to ensure all future departmental systems consistently identify common data elements. Only if this is done can corporate users effectively and efficiently obtain data to meet their needs. To allow individual areas to implement systems without such policies; will result in frustration and even inability of corporate users to bring together program data from all departmental sources.