

JUSTIFICATION FOR OFFICE INFORMATION SYSTEMS

Requests for OIS must be justified in terms of the need for the equipment and the benefits to be derived by the Department, weighed against the cost of the proposed system. Justifications must also demonstrate that managerial procedures have been implemented to ensure efficient use of the system. The information needed to justify requests for word processors and microcomputers is indicated below.

1. Justification for word processors

Requests for word processors must be accompanied by documentation which provides the following information, as well as that contained in Section 3 of this Appendix.

1-1. Workload

a. Why is a word processor needed? Indicate which of the following situations apply:

- (1) Considerable quantity of typing is done on overtime using word processors. Indicate the hours of overtime that the requested system would save.
- (2) Critical work cannot be done without additional word processors. Describe the work.
- (3) Other solutions (using another office's equipment, redirecting work to other offices, overtime) are not feasible or efficient. Explain why.

b. Indicate the categories of work products (documents) produced (memoranda, handbooks, reports (with titles), etc.) For each category provide the following data:

- (1) Number of lines of output (daily, weekly, monthly or annually) based on a year's worth of output.
- (2) Information that indicates why particular projects may not fully utilize a word processor, but are critical in nature in that they save substantial amounts of staff hours or dollars.

1-2. Equipment

Equipment information is required only for users requesting equipment other than that procured through the Headquarters contract.

a. Indicate the word processor equipment required (model, manufacturer) and why this particular model and manufacturer

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is necessary. In addition to the information requested below, procurement requirements and sole-source justifications must also be satisfied. Indicate which of the following situations apply:

- (1) Compatibility with other offices or locations is critical and requires identical equipment.
- (2) Operators must be able to fill in for each other. Compatibility is required to minimize operator training expenses.
- (3) Disks will have to be exchanged between machines and absolute media and operational compatibility is required. This situation occurs when large jobs are divided among several operators or when more than one office revises drafts.
- (4) Costs in time and money would be increased if a non-compatible word processor were implemented. (Explain)
- (5) The brand and model requested uses identical supplies as existing machines and would not complicate the existing supply process.

- b. Indicate why the equipment that has been standardized on will not meet your organization's needs.
- c. Indicate if this is a limited requirement (a few machines), or the start of a series of acquisitions that will exceed a system life cost of \$50,000 (life cost is derived from total cost of all units over a five year period); if equipment is rented, life cost = annual rent x five).

2. Justification for Microcomputers

Requests for microcomputers must be accompanied by documentation which provides the following information, as well as that indicated in Section 3 of this Appendix.

2-1. Purpose of Application

Describe the purpose of the application. Include:

- o What information the application will produce.
- o Who will use this information.
- o How this work is currently performed.

- o How many microcomputers will be required.

2-2. Design of Application

- o Indicate which of the following functions are required:

Spreadsheet functions

Data base functions

Other functions/software (specify).

3. Justification Required for both Word Processors and Microcomputers

Requests for all OIS equipment must also include the following information as well as that already indicated in Sections 1 and 2 of this Appendix.

3-1. Communications

Will communication between the proposed microcomputer or word processing system and another computer be required? If so, answer the following:

- o With which computer(s) do you want to communicate?
- o If a mainframe data base is involved, which one?
- o Do you want to extract data from an existing data base or input data to update the data base?
- o What specific data base will be accessed and which data elements up or down-loaded?
- o What is the size of the file (characters per record, number of records) to be transmitted?
- o What will the frequency of communication be (daily, weekly, monthly, quarterly)?
- o Do you have the need for inquiry capability?
- o How will down-loaded data be used?
- o What assistance do you think you will need to implement communications?

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3-2. Costs and Benefits

a. Benefits

Indicate the benefits that will result from the proposed system. Quantify and itemize the following:

- o Staff hours saved
- o Improved effectiveness, quality-of-product
- o Intangible or indirect benefits (describe).

b. Costs

Indicate the costs (direct and indirect) of the proposed system. Quantify and itemize the following:

- o Hardware costs
- o Software costs
- o Training costs
- o Equipment and furniture costs
- o Other (specify).

c. Justification

Explain how the benefits of the proposed system justify the costs.

4. Justification for Exception Software

Requests for exception software packages (see 4-4. b. (4)) must be justified. Users must justify their proposed use of these software packages by providing the information detailed below.

4-1. Limitations of Headquarters-Supported Software

If applicable, give specific information as to what requirements are not satisfied by the Headquarters supported software. Relate the limitations to specify work requirements of the user's organization.

4-2. Software Requiring Additional Equipment

If applicable, indicate the additional equipment required for the software package requested. Give specific information as to what

work requirements in the user's organization will utilize the software.

4-3. Cost

Indicate the cost (staff hours, dollars, quality of work, etc.) involved in not being able to meet the requirements detailed in the above paragraphs.

5. Justification for using word processors and/or microcomputers as multifunction workstations

On a case-by-case basis, where the benefits of improved resource utilization can be shown, consideration will be given to written requests to provide the standard spreadsheet and data base management software packages for specific word processing computers or for the standard word processing software to be provided for specific microcomputers.

These requests will follow the same procedures as all other requests for OIS and must list the specific applications which are appropriate for the requested software and which warrant the expense of providing the software.

Where approval to use the word processors and/or microcomputers as multifunction workstations is given, cognizant management must agree to resolve any misallocation of the affected equipment.

6. Justification for word processor and microcomputer related equipment

Requests for add-on equipment such as hard disks, special printers, color monitors, graphics boards, expanded memory boards, modems, etc. must be justified in terms of why the equipment is needed and what impact not having the equipment will have. The need must be associated with specific OIS applications being performed or planned.