

PRINCIPLE FUNCTIONS OF MANAGEMENT SERVICES DIVISION

- MIS Input Control
 - Weekly Update Cycle
 - Providing Standard Computer Reports
 - Providing Ad-Hoc Computer Reports
 - MIS File/Program Conversion/Modification Actions
 - Preparation of Other Reports (Monthly NPIC/DDI/COMIREX)
 - Systems Design/Evaluation/Control
 - Conceptual Design - New/Improved Management Services

FUNCTION	WORKLOAD CONSIDERATIONS	FACTORS AFFECTING
MIS INPUT CONTROL	Extent of manual Conversion required. Extent of Audits performed.	Changes in Project Volume. Changes in Work Phase Notice activity. NOTE: Production Control concept impact can be heavy
WEEKLY UPDATE CYCLE	Number of Transaction Errors detected.	Basic Input Volume. Level of support provided by MIS Group/Staff Coordinators.
- Project Notices - Work Phase Notices - Time Recording Forms		
- Schedule - Review/Correction/Audit Control		

FUNCTION	WORKLOAD CONSIDERATIONS	FACTORS AFFECTING
PROVIDING STANDARD COMPUTER	Number of Retrieval Parameter	Number of Standard Reports
REPORTS	Cards which must be changed	produced..
- Analyze Requirements	each cycle.	Degree to which standard product
- Prepare Retrieval	One-time original design	requirements change.
Parameter Cards	review/evaluation to ensure	
- Breakdown & Distribution	product matches requirement.	
Actions		

FUNCTION	WORKLOAD CONSIDERATIONS	FACTORS AFFECTING
PROVIDING AD-HOC COMPUTER	Complexity of requirement	Number of Ad-Hoc Requirements
RETRIEVALS	(impacts on time required	received.
- Analyze Requirement	to formulate).	Short Deadline Dates.
- Prepare Retrieval		
Parameter Cards.		
- Output vs Requirement		
review/validation		

FUNCTION	WORKLOAD CONSIDERATIONS	FACTORS AFFECTING
MIS FILE/PROGRAM CONVERSION/	Extent of Conversion/Modifications	PP&BS finally talking about
MODIFICATION ACTIONS	Action/Inter-action impact on	restructuring Project No.'s
- Impact Review	MIS Programs/Procedures - can	to fit Budget structure -
- Identification of ADP	vary considerably. (Manual	COMIREX - and NPIC require-
Support Required	effort in recoding many	ments.
- Identification of	records-is best way to	Center philosophy re. use of
Center Supporting	handle some conversion	Activity/Product Codes.
Actions	actions.)	Implementation of Center
- Implementation Plan -		Production Control concept can
Execution - Review		impact heavily.

FUNCTION	WORKLOAD CONSIDERATIONS	FACTORS AFFECTING
<p>PREPARATION OF OTHER REPORTS</p> <p><i>SITSUM</i></p> <p><i>1</i> - NPIC Monthly Report</p> <p><i>X</i> - DDI Workload Report</p> <p><i>Quarterly</i> - COMIREX - RIF Report <i>MIS data</i></p> <p><i>Resource Infor Report</i></p> <p>- Other - As Required -</p> <p><i># Max hrs on admin, prog, country, target etc</i></p>	<p>Involves data from MIS and that from other components.</p> <p>Data manipulation (manually) can be extensive - particularly in computing ERW, which involves development/use/re-computation of NORMS data. (Undergoing considerable change in response to re-organization - new ideas - COMIREX RIF requirements.)</p>	<p>ERW procedures currently in need of overhaul - in union with changes in requirements handling/identification concepts.</p> <p><input type="text"/> Management Data Survey.....</p>

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FUNCTION	WORKLOAD CONSIDERATIONS	FACTORS AFFECTING
<p>SYSTEMS DESIGN-EVALUATION-CONTROL</p> <ul style="list-style-type: none">- Maintenance of Current System - Integrity, Procedures (Handbook) Etc.	<p>This is a constant on-going activity which must be keyed to current and anticipated needs. Maintenance of MIS Handbook in systematic, timely and controlled fashion is mandatory if purpose of Handbook (i.e., to achieve full potential of MIS) is to be realized.</p> <p>File integrity - code consistency and related validity checks must be periodically applied and inconsistencies resolved.</p> <p>Overall system performance must be under continuing surveillance and improvements initiated when applicable.</p>	<p>Many corrections and revisions are already required to Handbook because we elected to push for publication at a time when reorganization and COMIREX requirements were still being formalized.</p> <p>Change in organizational placement of MIS functions has an affect on basic authority under which the system is controlled and operated. (MIS coordinators vs MIS administrators of the system - relationships.)</p>

FUNCTION	WORKLOAD CONSIDERATIONS	FACTORS AFFECTING
<p>CONCEPTUAL DESIGN</p> <ul style="list-style-type: none"> - New/Improved Computer assisted management services to (1) reduce manual operations, (2) improve report retrieval/presentation packages, (3) develop on-line Inquiry/Update Capabilities, (4) Modular Expansion of automated data base. 	<p>Requires creative innovation on part of individual(s) tasked with such responsibilities.</p> <p>Interface with AID Systems</p> <p>Analyst/Programmers mandatory.</p>	<p>Actions are strongly influenced by attitude of top management toward the role of an MIS within NPIC.</p>