Long Range:

1. Build a production control capability

   A. Revise and enlarge time sheet.

   B. Switch current data from tape to drum.

   C. Consider remote input (& readout) and/or other techiques to improve timeliness of data entry and retrieval.

   D. Program & re-program

2. Revitalize product reporting

3. Integrate with "check-off" to improve scheduling.

4. Develop estimating routines — manual and automated — for analysis of work-load, productivity, training payoff, etc.

5. Develop "skill codes" as a supplement/replacement for activity codes.

MIS Improvement Possibilities

Short Range:

1. Simplify activity codes (by instruction rather than solution)
2. Correct country codes
3. Correct salary tables (?)
4. Concentrate time reporting on "production" components (i.e., exclude SS, PS, ODIR, RED, ESD, Ch/TSG, TOS, Ch/PSG. Possibly AID and other selected branches).

Quantify savings

5. Strengthen the MSS (backup capability)
6. Include a DIA identifier.
7. Correct/Rationalize Project Numbering System (e.g., 120101 CA & DA)
8. Resell MIS and emphasize component responsibilities.

GLD

- Consider the range of Management Information Files
- Quantify cost-benefit considerations

2-3 wks Cost of new system Examples of utility — Maps { MCST Survey / Eqpt Maint. Pers.
schedule
followed 1 Nov briefing to [redacted]
by outline

25X1

... the System is by design basically an operational control mechanism which has been forced to masquerade as a management information system. And as a specific task-oriented system, by consensus it fails a most crucial test -- it is not Timely enough.

(operational)
Production Control — Timeliness

X Programming/Budgeting —

Strategic Planning —

I. What kind

A. Phase

B. [illegible]

Approved For Release 2008/06/09 : CIA-RDP73T00325R000100080024-9

LTB

problems
- untimeliness
- inaccuracy
- exclusion of important info
- inflexibility
- ~~heads~~ high cost
- annoyance to employees

proposals
- activity codes
- product info

Eliminate or consolidate reporting components
improve project establishment & reporting
regulate input of and maintenance of data.

IEG/PSG

Why is question for senior mgmt. < Responsibility / Capability / Priority

Data of interest to Branch/Div/Grp

Who is working on what at what rate toward what goal for whom (priority) in what time frame in what status

(of Section, Branch & Div Interest)

What excess or shortage of capacity of what kind is available in what time frame?

What was/is being/will be produced, in what time frame, at what cost, by whom, for whom? Where are bottlenecks & excess capacity.

(Group & Center Interest)

7.5
370
7200
7000 5
1680 370
4000
1200
2259
2
8000
1029
2250
170
100
6720
150
6870
20
100
6990

Objective:

Identify, classify, and quantify under- or over-tasked production personnel so that corrective action may be taken to maximize timely output.

~~MIS Project Status File~~

Badge No. — NAME

Week ending — Grade

Project No(s). — Component

Activity — Skill(s)

Regular Time — CIA/DIA

Overtime

#1 Est. Complete Date

2

4 Est. Hours to complete

1 [illegible]
2 basic/direct
3 X
4 [illegible]
5 HOLD
6 R&D
7 [illegible]
8 [illegible]
9 [illegible]

IV. MIS Time Recording Form IPFM239A (9/67)

A. Employee Name

B. Badge No.

C. Grade

D. Component

E. Period Ending

F. Project No(s).

G. Activity

H. Regular Time

I. Overtime

J. Total Time (RT/OT)

? K. Overtime + Leave Clock Hours

If management proposes to undertake post fact analyses of Center activities, then management should, in most cases, have the foresight to specify well in advance the ~~kinds of~~ data ~~which will be~~ relevant to such investigations.

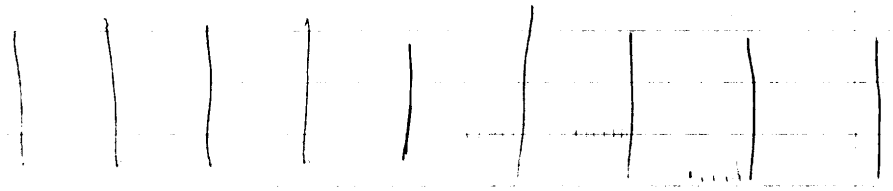
Realistic?

In terms of policy, the MIS must be given a higher priority for EAM and computer activities.

Manual data editing subsystem must be automated.

PP&S/RID take on role of Center MIS coordinator.

Datum storage of time cards, project nos.



379.81
1.035
189905
113943
379810
393.10335

578.40
1035
289200
173520
578400
598.64400

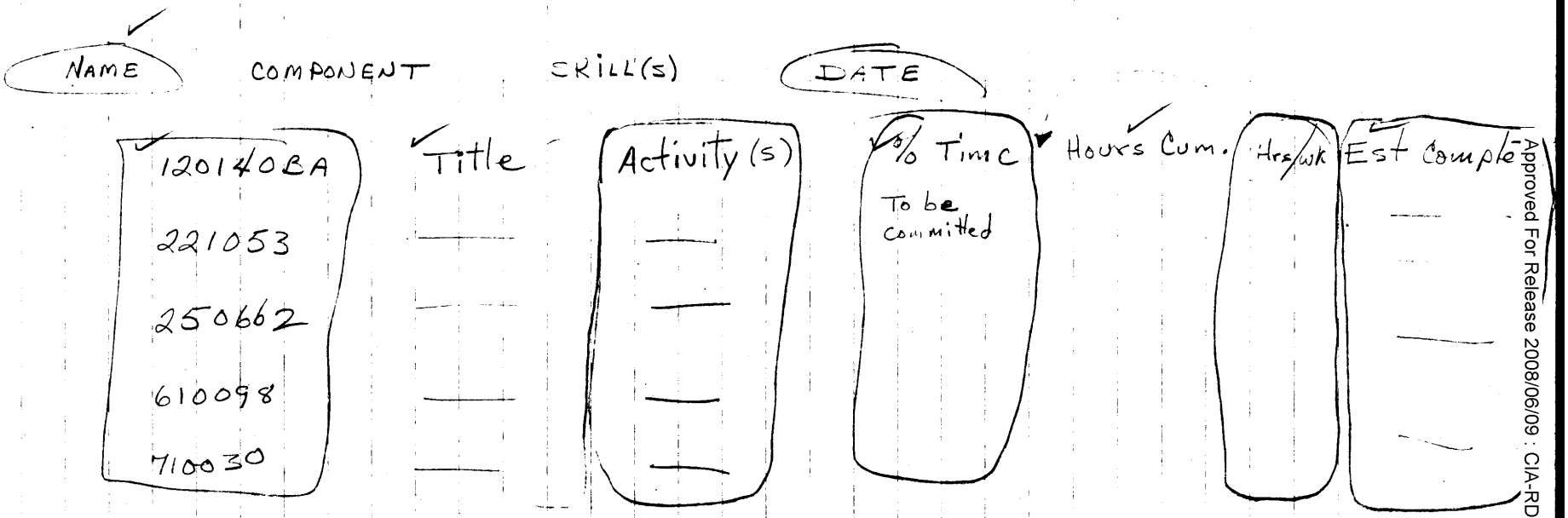
1.035
7.23
3105
2070
7245
7.48305

3.5

541

.03
15040 | 541.00
451 20
89800

7.76
26
4656
1552
201.76



Approved For Release 2008/06/09 : CIA-RDP73T00325R000100080024-9

Production Control — late

Manhour Accountability — duplicative?

Costs — inaccurate?

Additions —

RED Contract information system

PS ~~Budgeting~~ Programming & Budgeting Info System

Manpower utilization —
Program schedule — late
Cost data —

Schedule

Oct 11 Review

Oct 18

Oct 25

Nov 1

Nov 8 Schedule, Interviews

Nov 15

Nov 22

Nov 29

Dec 6

Dec 13

Dec 20

Dec 27

Jan 3

Jan 10

Jan 17

Approved For Release 2008/06/09 : CIA-RDP73T00325R000100080024-9

Products File
Human R[illegible]

Programming & Budgeting File

Contract Information File

Equipment Inventory File

Human Resources File

Production Control File

Estimating & Scheduling System

Checkoff

Third Phase

Products File

25X1

Information needs of the ExDir pe

8 Dec 1970:

Manpower Utilization/Availability

- Name
- Component
- Skill(s)

Project #1	Project #2	Project #3 ...
Activity(s)	Activity(s)	Activity(s) ...
Est. Complete	Est. Complete	Est. Complete
Hours/Week (%)	Hours/Week (%)	Hours/Week (%)

Time (%) available as of (date).

Active Project Status

Project #

Title

Requester

Start Date

Deadline

Component #1 * Comp. #2 Comp. #3 . . .

Estimated Workspan Est. Workspan Est. Workspan

Cumulative Hours Cum. Hours Cum. Hours

Activity (s) Activity (s) Activity (s)

% Completed as of ___. % Compl. a/o ___. % Compl. a/o ___.

Estimated Hours Est. Hours Est. Hours

Total Hours Est.

Total Hours Actual

Est. Complete Date

Status Flag

Product Data

Project #

Project Title

Country

RQSTR

START DATE

HOURS

COMPLETION DATE

DEADLINE

Comp. #1 *	Comp. #2	Comp. #3 ...
Hours	Hours	Hours
Activity(s)	Activity(s)	Act.(s)

ct. EPDF & Summary

Product

Cost (#)

MIS INPUT

I MIS Project Notice (IP FM 240 [7-68])

A. Project No. + Suffix

? B. Category

C. Country

D. Security

E. Requester

F. Begin Date

G. Deadline (Requester)

? H. Priority/Weight

? I. M TAG

J. Title

K. Responsible Component

II. MIS Work Phase Notice (A) IPFM 238A (6-67)

A. Project No. & Suffix

B. Component

C. Work Phase Begin Date

D. Estimated Completion Date

E. Actual Completion Date

F. Action Code
(start, change, cancel, complete)

(G. Estimated Hours to Completion IPFM 238 A (7-68))

III. MIS Work Phase Notice (B) IPFM 238B 6[illegible]

A. Project No. & Suffix

B. Component

C. Completion Date

D. Products
1. Type
2. Quantity

E. Action Code

Base on 36 M ~~&~~ wk

25X1

E32 Photointerpreter ~~Estimate~~ As of 3 June 71

121201 EA	104	15 June 71	20	50%
221403	108	5 July 71	4	10%
888888	141	—	8	20%
99999	999	5 June	8	20%

90% available a/o 1 July

20% " a/o 3 June

1

~~DA~~

[redacted]	10 Jan / 31 Dec	12 Mar / ~~18~~ 19 Jan	thru 2 Nov	19	26	3	10	17
Basic	20 Oct	31 ~~Feb~~ Dec	100%	—	10%	30%	25%	
Direct	15 Nov	25 Feb	—	—	[illegible]%	20%	25%	
Leave	20 Dec	22 Dec	—	—		—	—	
Mtg-DA ~~[illegible]~~	31 Dec	10 JAN	—	—		—	—	
R&D	19 Nov	20 Nov	—	—	10%	—	—	
[redacted]	10 JAN	12 Mar	—	—		—	—	
	12 Nov 71	24 Nov	—	100%	80%	—	—	
CA	26 Nov	24 Dec	—			50%	50%	
~~DA~~	~~27 Dec~~	~~1 Mar~~	—					

(15)

26 / 4 / 10400 / 1600

24 | 1600 = 66.66 ; 144 ; 160 ; 144

26 | 1600 = 61.54 ; 156 ; 40 ; 26 ; 140 ; 130 ; 100

61.54

379.21 + 18.75 = 397.96

2   20   26   100   140   1040   3.70   67   70

21   21   21   21   2   1 1/6   2

6   1½   7½

30 / 7 / 37

23 / 4 / 27 / 12 / 39

23 / 4 / 27 / 12 / 39 / 1 / 40

MIS Country Codes not in synch with RE codes (see Naomi & JT)

Separate PI's from

Need automatic accumulation of manhours by project.

Potentially more useful than some other options.