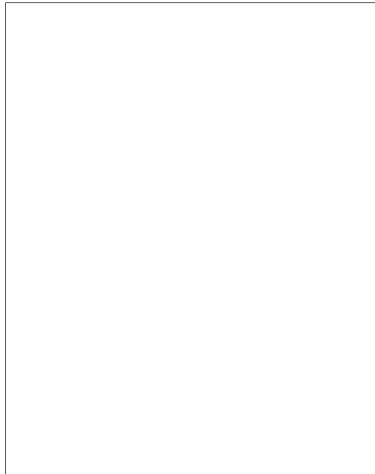10 April 1987

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MEMORANDUM FOR:

FROM:

SUBJECT: Revised Offsite Agenda and Attendee List

    Ed, Larry asked me to discuss the revised agenda for the 23/24 April offsite with you. The previous agenda was discussed by the Group Chiefs on 6 April. They suggested that the offsite be refocused away from the technical issues and more towards management and personnel issues. The proposed agenda below reflects those suggestions.
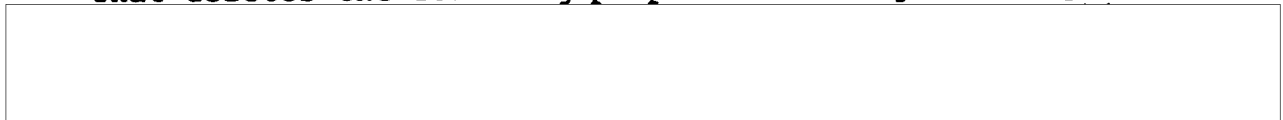
    Additionally, Larry has suggested a revised attendee list composed of the following people:

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    That deletes the following people who were previously invited:

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The revised agenda is as follows: Please let myself or Larry know how you would like this modified, and we'll follow it up with a new memo to the participants.

23 April: Management Issues

- Organizational Issues

-- Group responsibilities/roles/interrelationships
-- Role and composition of the ITMB
-- Internal organizational issues
-- External relationships (e.g. with ISB, C/SC, other Directorates, OC)

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- Personnel Management (Led by [   ])

-- Management of career services
-- Effectiveness of performance evaluation and career panels
-- Staffing
-- Recruiting
-- Retention
-- Training

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-- Position Management (Led by [   ])
-- Role and composition of the PMB

24 April: Strategic Direction and Technical Discussions

- Strategic Direction (Led by Doris)

-- Where are we going?
-- Strategic Plan Review/ update
STAT   -- Information Management: IRMP mission and issues; Role
      of resource management in ADP (Led by [   ])

- Technical Discussions

STAT   -- Office Automation Strategy [   ])
      What is the office automation strategy? How does AIM
      fit? PC networking options? Gateways?
STAT   -- Departmental Machines/Local Area Computing ([   ]
STAT   [   ])
      How do we evolve? What is the plan?
STAT   -- Corporate Data Base Project ([   ])
      What is it? Where is it going? How will it evolve?

Other technical topics as time permits, from the first
   agenda.

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Distribution:

- addressee
STAT   -[   ]

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CANDIDATE TOPICS FOR OFFSITE

1. Corporate Data Base Project
   What is it? Where is it going? How will it evolve?

2. Data Base
   What is our strategy? How does it relate to our standards
   activity? Next five years?

3. Departmental Machines/Local Area Computing
   How do we evolve? What's the plan?

4. Local Area Networks/Work Area Networks/PC Networks
   What are they? Where? Why? What's the plan?

5. Office Automation Strategy
   What is the office automation strategy? How does AIM fit? PC
   networking options? Gateways?

6. Architectural Overview
   What is our architecture today? How do we describe it? What
   will we look like in five to seven years? What should it look
   like? (Centralized? Decentralized? Possibilities)

7. Information Management
   What are the issues? What are the near term possibilities?

8. Workstation
   RFP Status. Where are we with High End/Low End workstations?

9. Communications Strategy
   What is our communications architecture? What will it look like
   in the future? How will we position ourselves to perform the
   functions necessary of a telephone company? How do we manage
   voice communications?

10. Recruiting
    What is our status?

11. Training and Education Possibilities
    Senior Schools? Establish officer-in-residence program?