10 September 1980

MEMORANDUM FOR THE RECORD

STAT   FROM   :

Planning Officer, ODP

SUBJECT: Board of Directors Meeting on Strategic Planning

1.   Meeting was held 25 August 1980, in Room 2D03, Headquarters.   Attendees were:

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STAT   2.   distributed a revised agenda (attached) and made the following introductory observations:

-   ODP is losing funds for new initiatives and also flexibility to reprogram existing funds.

-   Forces from several levels are converging to call for the production of a joint OC/ODP Telecommunications Plan.

-   The establishment of the Information Services Architect will present a unique opportunity and some problems.

STAT   -   The adoption of   as a world standard terminal requires a new look and a new plan as to how ODP executes its responsibilities.

1.   Shrinking Resources and Budgetary Flexibility:

- Problems of anticipating demands.

- Terminal funds and requirements are especially vulnerable.

- Many projects arise after budget preparation time--a serious time lag problem.

- Applications develops systems without adequate concern for final resources.

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Solution:

- Do a better job planning.

- Identify committments of funds early in the FY.

- Reprogram at beginning of fiscal year to extent possible.

- Develop a standard resource impact statement for Applications projects--Maloney.

2. Joint Teleprocessing Plan:

- The current OC Strategic Plan does not contain sufficient detail to lead to meaningful planning by ODP.

- How should SAFE be incorporated into a joint OC/ODP plan?

- A joint plan should be developed. The suggested areas to be covered:

  - CDS/MPS/DATEX

  - Front End/COMTENS/Multiplexors--a strategy for aggregation of terminal support.

  - Networks/Bus Commo/Mercury/Grid

  - Remote Printing

  - Electronic Mail

  - SAFE (Related to much of the above).

  - Sources of personnel (specialists) needed by both offices.

Solution:

- Develop a joint OC/ODP Strategic Plan--Plan would be in three sections, a joint section, OC and ODP section.

- ODP/PO has primary responsibility. Input is the discussion and comments on this item.

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3. Information Services Architect Staff:

   - To be in the DDA. (Probably 4-6 members.)

   - Presents a great opportunity to standardize and approve existing ODP systems and plans.

   - Does not have review of procurement responsibility. (See attached draft of missions/functions).

   - ODP will provide a qualified analyst for assignment to the staff.

4. Minicomputer Plans and Policy:

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   - [   ] reported on the GIMINI project. Terminal support a problem. TEMPEST testing is underway. Could place a system in operation now.

   - Review of current mini operations, success and failure.

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   - Problem is closely related to End User programming.

   - Space and money problems.

   - ODP has been a prime instigator (pusher) for minis.

   Solution:

   - Review experiences and rewrite policy as stated in the old Plan. ODP/PO has action.

   - ODP will publish a guide on the use of minicomputers.

5. End User Programming:

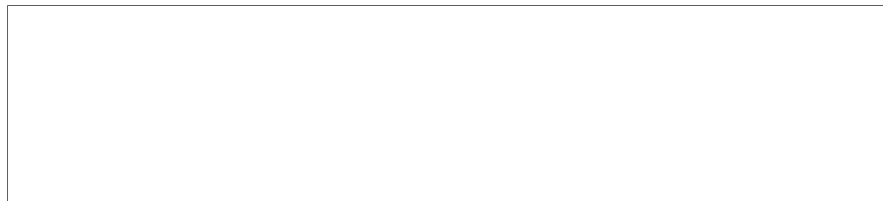   - Some of our users want control of their own environment and computing resources.

- ODP should encourage minis to relieve pressures on Applications.

- Applications should look for a commonality of requirements--not design individual systems of limited use, e.g., Virtual PERSIGN, a general personnel utility.

- Query-By-Example and other new tools should be studied.

- Training should be reviewed and upgraded.

- Anything acquired or developed should be first class all the way.

Solution:

- Applications will prepare a position paper for inclusion in Strategic Plan.

6. ODP Terminal Policy:

- The expanding acceptance of the new DD 7260 has led to a reevaluation of how terminals are installed and supported.

- The new CRT will place a powerful tool at the end users desk.

- Large software support requirements will become the rule.

- New roles for the Delta Data are:

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- Installations are running too far behind. Not enough contractors.

- How will new terminals be justified?

- When should Applications start writing software for the new terminal? In what languages?

- How and why will old terminals be replaced? Do we need a cut rate cheaper version?

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- What happens when we put BASIC on the terminal? Level of support for user-originated program?

- Keep questionnaire and project on terminals.

Solution:

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- [   ] will form a subcommittee to develop a new policy and answer the above and other questions.

7. SAFE Integration:

- DDA looking to D/ODP for integration plan.

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- [   ] paper raised pertinent issues. What have been the changes since?

- Is NFAC as a customer office concerned? No.

- Who provides Data Base Management? Integrity? Interface?

- How can we most efficiently use the manpower available?

- What kind and how much training by whom? For whom?

- Interface with GC-03 at what level?

- Printing--A common set of printers with ODP. A part of interface problems. Cut paper Xerox 9700.

- Is interface to be by terminal only or will data be passed?

Solution:

- Await selection of hardware vendors; convene a special meeting to discuss SAFE integration. Post-meeting note: CSPO and Processing should work together to identify any management issues to be discussed at that meeting.

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8. **Office Automation:**

reported on the status of AIM.

- Applications has five people reviewing
  requests for word processing equipment.

- A large amount of time is spent helping
  offices develop requirements according to GSA
  and OL regulations.

- This is a non-productive effort for
  programmer/analysts.

- Should users do their own studies and
  evaluations? Applications could provide
  procedures.

- Should more effort be spent on software?

- The new DD will alter this process anyway.

- Should ODP interest be limited to cases where
  the word processor attaches to a CPU.

Solution:

- Applications will study problem and recommend
  policy and solutions.

ODP/PO   17 September 1980

Distribution:
  1 - Ea. Member ODP Board of Directors
  2 - ODP Registry
  2 - O/D/ODP
  1 - ms Choro