

✓ Real Time Systems - <sup>WTF (98)</sup> May 5-7 New York  
✓ [MIS] May 10-12

Management Sciences - Jun 16-18  
Systems Analysis - Apr. 26-30

~~Dist. To - J. Mar 15-17~~

~~Info Retrieval~~

EPD System Analysis May 12-14 Chicago

Management Systems - Apr 12-14

Data Collection & Input Apr 14/16  
NY

# ATT-BIS

## Common Data Base Time frame same

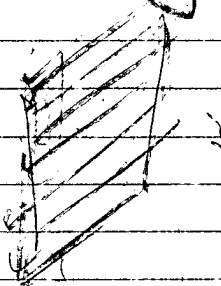
MIS - (in terms of equipment) = requires remote terminal capability; communications facility; mass storage; computers (control) backup & reject capability or real time, Cathode tube projection - Vidiodisplay

non-Common data base processing at terminals

Common Discs;

1. accuracy controls
2. speed

3. circuits significant
4. Backup



Physical storage - main jobs → order of =  
 memory is finite -  
 you find unused space & time  
 file cabinet  
 - 340 minutes RCA unit

Input preparation section now in computer  
about hierarchy

1. Master file
2. Editing
3. Execution pending (to control dual) operations
4. Peripheral Routine
5. Inquiry Program

MIT Project MAC (200 Programs at once)



## Tri Man

3. Total System, Complete
2. DOL applications
1. "Must-Do" Applications

- I. Reduce costs not necessarily in DP area (% or largest area)
  - II. Optimize extant systems before going to EDP.
    - Document - standardize output → input.
    - satellite requirements - accounting
- DOD - Mil Standard # 5

## Major Steps in Planning Systems Study (EDP)

1. Feasibility study
2. Management Action
3. Writing Hardware Specifications
4. Selecting Hardware
5. Staffing & Training
6. Definition & Programming
7. Documentation
8. Procedure Writing
9. Testing & Debugging
10. Conversion & Follow-up

(460(2-63))

IRS - Systems & Procedures  
 ASA - FDP Symbols

Myers - Tues aft.

1. Why needed: (1) record clerical procedures; (2) uniformity; (3) training, etc.
2. Extent Needed:

Koogler - Tues Aft

Policy - What

Procedure - How

Organization - Who

a necessary relationships among functions

Inherent weakness (personnel)

Imbalance in organization - keep functions in perspective

Formal vs. Informal organization

Responsibility → Authority → Accountability

Define functions on organ. chart

Wed. aft.

1. First in
2. Rough & Ready -
3. Wilkinson or Batch
4. Short interval scheduling -
5. Time ladders -
6. Work scheduling -
7. Stop Watch -
8. Predetermined Times -



Gardner - Mon. Noon.

1. Systems -
2. Procedure -
3. Operation -
4. Method -

Manage - Plan, Organize, Direct, Control - Actions performed

1. Determine Systems needed
2. Supervise Development and Installation of System
3. Determine circumstances for using Different Systems

Blue & White Collar Systems & Procedures

Basic Functions of Systems Dept

1. Attack clerical processing & paperwork problems
2. Create & develop New Systems & Procedures that -
  - (a) provide new information
  - (b) speed flow of information
  - (c) increase control of assets
  - (d) eliminate duplication & overlap of activities
  - (e) create economies
3. Package results - written procedure
4. Prepare, issue & maintain procedure manuals
5. Train personnel in new procedure
- \* 6. Supervise conversion to new procedures
- \* 7. Follow-up on new procedures
8. Research program
9. Admin Management
10. Wage & salary administration

Advantages of Centralized Systems Staff

1. More objective approach
2. Not under direction of operating personnel
3. Better appreciation of overall objectives
4. Opportunities for specialists & planning & research opportunities

Disadvantages

1. Removed from realities of problem
2. Finding solution is slower
3. May be a compromise solution

President

Vice-President - formation Systems  
 Manager - system & procedures

Top management must be aware of every systems decision

Cost & efficiency - re service  
Control of Systems Project

1. Title of project
2. Name of requester or sponsor
3. Project leader or other proposal
4. Objectives of Proposal & Relationship
5. Anticipated Results
6. Scope of Project

On Making a Study

1. Objectives & relationships of:
2. Organization & Personnel
3. Policies
4. Existing procedures
5. Costs

Internal & External Relationships involved  
Every survey should result in written report  
(formal & informal)

● Service - Man After ●●●

1. Charter for survey in writing = objectives, limits,
2. Composition of group
3. Time schedule
4. Funds
5. Personality problems
6. Intermediate review
7. Fact-gathering techniques
8. Define organizational structure
9. Train interviewers - documentation
10. Establish pertinent data - sampling techniques
11. Analysis of facts gathered
12. Recommendations

Feasibility Study & Approval (7x - 20%)