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To: Members of the Committee on
Executive Board Administrative Matters

From: The Committee Secretary

Subject: Electronic Data Processing (EDP) - FY 1990
Budget for Offices of Executive Directors

The attached paper is being circulated at the request of the Chairman. It will be taken up at a meeting of the Committee to be scheduled shortly.

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Page 1

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Financial Year 1990 Budget Request for EDP Equipment
in Offices of Executive Directors

Prepared by the Staff

March 13, 1989

I. Introduction

This report is submitted in accordance with the procedures for handling EDP support for the offices of Executive Directors as set forth in EBAP/87/136 (June 15, 1987) which provides that each Executive Director's office formulates an EDP budget request with the technical assistance of the staff. These requests then are consolidated into a single budget, to be submitted to the Committee on Executive Board Administrative Matters for review and recommendation to the Executive Board.

II. Status of EDP in FY 1989

To place the proposal for FY 1990 in context, there follows a brief review of the current status of EDP in offices of Executive Directors.

The FY 1989 EDP budget for the offices of Executive Directors is \$987,857. The budget consists of two projects: Renewal of Leases and Maintenance (\$100,672), and Office Systems (\$887,185).

The project for renewal of leases and maintenance has utilized its funding, and, as will be explained, this accounting line will not be continued in the coming financial year.

Under the Office Systems Project, \$616,821 is allocated for acquisition of hardware and software. An amount of \$11,971 remains consisting of funds for a contingent request for a personal computer which was not exercised, and funds from two non-standard word processor systems which cost less than anticipated.

By the end of FY 1989, 58 personal computers will have been procured. Together with systems procured in years prior to FY 1989, the OED inventory will contain a total of 124 computers. Excluding the three computers located in the training facility and three machines available for loan, there will be an average of 5.4 computers per office or a ratio of one computer per 1.7 individuals.

In addition to hardware and software installations, training was provided for staff of OED. Between July 1988 and February 1989, 24 training classes were offered in the use of DOS, WordPerfect, AREMOS, JOLIS, and the Document Management Facility in cooperation with the Training Unit, the Joint Library and the Records Division. Training has also been provided on an individual basis by the staff of the OED Training Facility in these and other subjects, such as LOTUS 1-2-3, the Calendar, Notebook, Paradox, etc.

Further activities in FY 1989 included:

- selection of hardware, training of office staff, and installation of 21 facsimile machines;
- establishment and evaluation of a Reuters Monitor pilot program;
- installation of an upgraded Arabic word processor for two offices and procurement of a Japanese word processor.

The equipment procured in FY 1989 under the Office Systems Project is itemized in Attachment I.

III. EDP Budget Request for FY 1990

1. General Information

In November and December of 1988 BCS staff met with representatives of all Executive Directors' offices to ascertain individual EDP requirements for hardware, software and other services for the next financial year. The great majority of requests were for additional personal computing workstations, printers and accessories. A request was also received for a non-standard word processing system to meet special language requirements. A few offices mentioned continued access to the Reuters Monitor services.

2. Consolidated EDP Budget Request for FY 1990

In the budget for FY 1990, funding for lease and maintenance costs will not be charged against either departmental budgets or the budget for Executive Directors (approximately \$106,000) and thus is not included in this submission. The consolidated OED budget request for FY 1990, which now consists therefore only of the Office Systems Project, totals \$632,361, down 29% from an adjusted \$887,185 in FY 1989 (see Attachment II). For FY 1990, the Office Systems Project would provide funding for EDP equipment as well as manpower to support the current and projected installed base. The project is comprised of the following elements:

a. Acquisition of Equipment

Individual offices have requested a total of 42 personal computers ^{1/} including one non-standard word processing system. Of this equipment, two requests can be met by reallocation of two computers from the loan pool as explained below. One computer may be required in connection with acquisition of the word processing system. Two computers are requested to replace existing portable machines with desktop models. Six computers

^{1/} IBM PS2 computers cost approximately \$7,000 each, excluding printers which will be needed with some machines.

have been requested on a contingent basis, owing mainly to the relatively long lead time for the budget process and a consequent uncertainty about correctly assessing future requirements. If all the requests are met, a total of 40 additional computers would be added to the inventory in FY 1990.

Requested hardware and software for FY 1990 is projected to cost \$338,476. The total cost for hardware and software also includes:

- based on the FY 1989 experience, \$14,000 for miscellaneous minor requests, unforeseen requirements, and potential cost increases;

- contingent funds of \$12,500 for non-standard word processing software and hardware for Chinese.

If the consolidated budget were to be approved as presented herein, by the end of FY 1990, offices of Executive Directors would have 158 personal computing systems, an average of 7.2 workstations per office or one computer per 1.3 persons. In addition, three computers would continue to be part of the Training Facility, and up to three would be available for loan. Attachment III presents a summary of the anticipated end-FY 1990 personal computing configurations for each office.

Three computers designated as a pool for loans have been, for the most part, retained by offices for very extended periods of time. There may now be less need for loan equipment as more computers are available in each office. Two machines for loan therefore have been included within the office configuration summary; the third computer would be retained as a true loan for short-term needs of one or two weeks' duration. If two offices were to proceed with replacement of two portable computers, the released computers would be incorporated into the loan pool, raising it back to three machines.

As the ratio of computers per person narrows to close to 1:1, it may be timely to reach an understanding that such a ratio, to be determined based on the number of Executive Directors, Alternates, Advisors, and assistants by office, would be recognized as a budgetary ceiling. Further, to respond to inquiries concerning computers for "permanent" use outside the headquarters facilities, it would be understood that computers, like other Fund equipment, would be for use within the office suites. The machines for loan would be available on a short-term basis when work needs to be performed at home.

b. Reuters Monitor Pilot

BCS conducted a pilot of the Reuters Monitor News Information Service. The report on the pilot is contained in EB/CAM/89/21 (3/3/89). The consolidated budget includes \$15,440 for a centralized facility using Reuters International Money Rates and Global Capital Markets services should the Committee wish to establish such a service.

c. Manpower

Based on the consolidated requests, the manpower required to maintain the same proportionate scope and level of support as in FY 1989 would be anticipated to be 191 manweeks (176 in FY 1989) or about four full-time positions, an increase in manpower of 8.5% to an average 8.7 manweeks per office. Of these resources, 33% would be for installation tasks and 45% for technical support and training. This would represent an increase in cost to \$277,645, a 3.4% increase in nominal terms, over the \$268,639 allocated for manpower for this project in FY 1989.

Some efficiency gains are foreseen as a result of the experience to date. However, the support required for a 34% increase in the office inventory to 158 computers for approximately 180 active users will more than offset these gains.

d. Computer Time for Access to Fund Economic Databases

This category represents an estimate of the cost of access to the Economic Information System and/or RAL via AREMOS and the UNYSIS A15 computer. The costs are based on rates for processing services, communications, and centralized printing furnished by the BCS Computer Facilities and Operations Division. It is estimated that \$800 will be required for this purpose.

IV. Outlook for Office Systems Project after FY 1990

The Office Systems Project, as initially approved in FY 1988, sought to enable each Executive Director's office to develop its own long-term strategy. It was recognized that substantial resources would be required over a period of about three years because the offices had little EDP equipment. To ease the transition to automation, manpower resources were dedicated solely to offices of Executive Directors for project management activities, installation, training and technical support, and technical analysis. With the proposed budget for FY 1990, the primary objective of the project should be met.

Beginning in FY 1991, requests for additional computers should decline from previous levels of about 40-50 workstations per financial year, because many offices will have reached their desired level of automation. It is reasonable to expect that manpower costs will diminish not only with lesser installation tasks but also as a broader base of trained users will have been established. To the extent that offices of Executive Directors would be prepared to move toward greater use of in-house training courses and facilities and of the technical support program provided through the BCS Information Center for staff, there might be room for reducing further the level of dedicated manpower costs.

V. Summary of EDP Budget Request for FY 1990

Should the Committee wish to recommend an EDP budget for offices of Executive Directors for FY 1990 as outlined above, the budget would have the following components:

Office Systems Project 004

1. Hardware and Software Equipment	
33 Personal Computers	\$263,980
6 Personal Computers, Contingent Requests	\$ 47,996
1 Non-Standard Word Processing System (includes 1 <u>additional PC</u>)	\$ 12,500
Miscellaneous Requests for HW/SW	\$ <u>14,000</u>
Total Equipment	\$338,476
2. Centralized Reuters Monitor Service	\$ 15,440
3. Manpower (191 manweeks)	\$277,645
4. Computer Time	\$ <u>800</u>
Total EDP Budget	\$632,361

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OED PROJECT 004 BUDGET RECONCILIATION BY CATEGORY FY 1989

ATTACHMENT I

NO.	CATEGORY	ITEM	QTY	BUDGETED COST	QTY	REQUISITIONS TO DATE	(OVERRUN)/ UNDERRUN
1	WORK-STATION	IBM PS/2 8560 Model 041 Base unit with: 80286 microprocessor; 1 mb RAM; one 3.5"/1.44mb diskette; drive/controller; one 44 mb fixed disk/controller; VGA and display port; serial port; parallel port; pointing device port; keyboard support; enhanced keyboard.	50	\$166,800.00	56	\$168,112.00	(\$1,312.00)
2		PS/2 Accessories		\$44,600.00		\$45,923.00	(\$1,323.00)
3		Data General One/Model 2T Base System Unit	0	\$0.00	1	\$2,900.00	(\$2,900.00)
4		Data General Accessories	0	\$0.00	1	\$805.00	(\$805.00)
5		BCS Hardware maintenance service/year:	50	\$20,000.00	57	\$22,800.00	(\$2,800.00)
6		Data Communication Services	50	\$75,000.00	56	\$84,000.00	(\$9,000.00)
				\$306,400.00		\$324,540.00	(\$18,140.00)
7	DISPLAY	PS/2 Color Display	50	\$21,600.00	55	\$23,298.00	(\$1,698.00)
				\$21,600.00		\$23,298.00	(\$1,698.00)
8	PRINTER	HP Laser Jet series II; 512Kb RAM; one EP (toner) Cartridge; one st. paper tray; power cord.	19	\$31,293.00	21	\$34,670.00	(\$3,377.00)
9		HP Laser Jet II Accessories		\$20,615.00		\$22,633.00	(\$2,018.00)
10		Epson FX-286-e Dot Matrix/Wide Carriage Printer	2	\$1,080.00	0	\$0.00	\$1,080.00
11		Parallel printer cable for Epson FX-286-e	2	\$20.00	0	\$0.00	\$20.00
				\$53,008.00		\$57,303.00	(\$4,295.00)
1	SOFTWARE	IBM DOS 3.3	50	\$3,300.00	56	\$3,816.00	(\$516.00)
2		LOTUS 1-2-3 V2.1	49	\$15,043.00	53	\$15,929.00	(\$886.00)
3		RBASE System V 1.1/Paradox 2.0	49	\$18,620.00	9	\$3,849.00	\$14,771.00
4		Crosstalk XVI (IBM PC Version)	50	\$6,950.00	57	\$7,325.00	(\$375.00)
5		Word Perfect Word Processor 4.2	51	\$25,245.00	60	\$23,463.00	\$1,782.00
6		Microsoft Windows	50	\$3,650.00	60	\$4,161.00	(\$511.00)
7		Arenos II; (Annual License) 1.01	50	\$7,500.00	40	\$6,000.00	\$1,500.00
8		PCQuery	50	\$0.00	56	\$0.00	\$0.00
9		F.A.C.T.S. Asynchronous Communication	50	\$0.00	56	\$0.00	\$0.00
10		Key Contacts/Mailing List Package	50	\$0.00	0	\$0.00	\$0.00
11		Word Perfect Library	50	\$6,450.00	56	\$6,399.00	\$51.00
12		IBM Arabic Displaywrite	1	\$1,200.00	1	\$1,200.00	\$0.00
13		Automen	51	\$765.00	4	\$60.00	\$705.00
14		T.S.P. (Econometrics, statistics)	1	\$595.00	1	\$595.00	\$0.00
15		R.A.T.S. (Regression Analysis for Time Series)	3	\$900.00	3	\$900.00	\$0.00
				\$90,218.00		\$73,697.00	\$16,521.00
1	OTHER	Facsimile machine	9	\$36,000.00	21	\$55,385.00	(\$19,385.00)
2		Printer Sharing (Print Directors/Netcommanders)	21	\$14,595.00	12	\$34,400.00	(\$19,805.00)
3		Local Area Network	1	\$35,000.00		\$0.00	\$35,000.00
4		NBI HW/SW Upgrades	1	\$5,000.00		\$0.00	\$5,000.00
5		Non-standard Word Processing Systems	2	\$25,000.00		\$11,453.00	\$13,547.00
6		Miscellaneous requests for HW/SW	1	\$5,000.00		\$10,359.00	(\$5,359.00)
7		Shared Reuter's Pilot System	1	\$25,000.00	1	\$14,415.00	\$10,585.00
				\$145,595.00		\$126,012.00	\$19,583.00
	TOTAL ALL CATEGORIES			\$616,821.00		\$604,850.00	\$11,971.00

1/ Includes one Personal Computer.

Attachment II

COMPARISON OF FY 1988 & FY 1989 ALLOCATIONS
AND FY 1990 BUDGET REQUEST

<u>Project</u>	<u>FY88</u>	<u>FY89</u>	<u>FY90</u>
001 General Support/Overhead	\$ 52,660	NA	NA
002 Renewal of Lease/Maintenance	\$ 70,268	\$100,672	NA
004 Office Systems:OED	\$748,000	\$887,185	\$632,361
99N Microcomputer Project	\$ <u>57,271</u>	<u>NA</u>	<u>NA</u>
TOTAL	\$928,199	\$987,857	\$632,361

SUMMARY OF ANTICIPATED FY 1990
FUND OFFICE SYSTEMS CONFIGURATIONS IN OED

OFFICE	STAFF <u>1/</u>	Personal Computers			
		END- FY88	END- FY89	REQUESTED FY90	TOTAL END FY90
Mr. Cassell	13	7	8	1	9 <u>2/</u>
Mr. Dai	8	2	6	1 <u>3/</u>	7
Mr. Dallara	7.5	6	6(7) <u>4/</u>	1 <u>4/</u>	7
Mr. de Groote	16	2	5	5	10 <u>2/</u>
Mr. El-Kogali	12	3	5	4	9
Mr. Feldman	8	3	5	3	8
Mrs. Filardo	9	4	7	2	9
Mr. Filosa	7	4	6	0	6
Mr. Finaish	10	2	5	1	6
Mr. Ghasimi	9	4	4	0	4
Mr. Grosche	7	1	4	1	5
Mr. Ismael	9	1	4	1	5
Mr. Jalan	7	2	5	2	7
Mr. Kafka	9	3	8	2 <u>5/</u>	9
Mr. Masse	8	2	4	3	7
Mr. Mawakani	13	2	7	7 <u>5/</u>	13
Mr. Nimatallah	8	6	6	0	6
Mr. Ovi	8	1	4	2	6
Mrs. Ploix	13	1	5	3	8 <u>2/</u>
Mr. Posthumus	8	3	8	0	8
Mr. Rye	8	1	3	2	5
Mr. Yamazaki	7	1	3	1	4
Sub-Total	204.5	61	118	42	158 <u>6/</u>
OED Training		3	3	0	3
Loaner Pool		3	3	-2 <u>7/</u>	3 <u>6/</u>
TOTAL	204.5	67	124	40	164

1/ Executive Director, Alternate Executive Director, Advisors, assistants, and Bank staff in dual offices as of 2/28/89.

2/ Fund computers only; each dual office also has one Bank computer.

3/ One computer may be required in connection with word processing system.

4/ Office placed a contingent request for one personal computer which was not exercised in FY 1989. The same request was made for FY 1990.

5/ Includes one personal computer to replace existing portable computer.

6/ Two of the 43 computers are requested as replacements of existing portable computers. The portables would be incorporated into the loaner pool.

7/ Two "loaner" computers will become part of office configurations which will result in reducing the number to be procured by two.

ITEMIZATION OF FY 1990 REQUEST FOR HARDWARE/SOFTWARE

ATTACHMENT IV

NO.	CATEGORY	ITEM	PART #	UNIT PRICE	NO	ESTIMATED COST
1	WORK-STATION	IBM PS/2 8560 Model 041 Base unit with: 80286 microprocessor; 1 mb RAM; one 3.5"/1.44mb diskette; drive/controller; one 44 mb fixed disk/controller; VGA and display port; serial port; parallel port; pointing device port; keyboard support; enhanced keyboard.		\$3,060.00	39	\$119,340.00
2		PS/2 Accessories				\$32,646.00
3		Data Communication Services		\$1,500.00	39	\$58,500.00
						\$210,486.00
4	DISPLAY	PS/2 Color Display		\$510.00	39	\$19,890.00
						\$19,890.00
5	PRINTER	HP Laser Jet series II; 512Kb RAM; one EP (toner) Cartridge; one st. paper tray; power cord. HP Laser Jet II Accessories		\$1,660.80	8	\$13,286.00
						\$3,027.00
						\$16,313.00
1	SOFTWARE	IBM DOS 3.3		\$76.00	41	\$3,116.00
2		LOTUS 1-2-3 V2.1		\$289.00	33	\$9,537.00
3		Crosstalk XVI (IBM PC Version)		\$139.00	41	\$5,699.00
4		Word Perfect Word Processor 4.2		\$198.00	41	\$8,118.00
5		Microsoft Windows		\$73.00	41	\$2,993.00
6		Word Perfect Library		\$54.00	41	\$2,214.00
7		Automenu		\$15.00	41	\$615.00
8		Arenos II; (Annual License) 1.01		\$150.00	28	\$4,200.00
9		IBM Arabic Displaywrite		\$1,200.00	1	\$1,200.00
10		T.S.P. (Econometrics, statistics)		\$595.00	1	\$595.00
						\$38,287.00
1	OTHER	Non-standard Word Processing Systems 1/		\$12,500.00	1	\$12,500.00
2		Miscellaneous requests for HW/SW		\$14,000.00	1	\$14,000.00
3		Printer Sharing (Netcommander)		\$3,000.00	9	\$27,000.00
						\$53,500.00
SUB-TOTAL ALL CATEGORIES						\$338,476.00
EXTERNAL INFORMATION SYSTEMS						=====
1		Reuters Information Service		\$15,440.00	1	\$15,440.00
TOTAL						\$353,916.00
						=====

1/ Includes one Personal Computer.

