

COMPUTER ALTERNATIVES STUDY

For

Victor Huff & Associates, Inc.

Aurora, Colorado

Prepared by

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CCC

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FINDINGS

Victor Huff & Associates, Inc. is an architectural and interior design firm in Aurora (Denver) Colorado. The principals are:

- Victor Huff- Chairman
- Barbara Glines- Chief Operating Officer
- Tim Richardson- President
- Don Nelson- Vice President and General Counsel

VH&A is now at 33 people, but is planning to grow to 60 over the next five years. Plans are to expand architecture and at the fastest pace.

Personnel billing rates and costs are given in Table 1, below. The table shows daily salary as annual salary divided by 237 days (260 work days - 6 sick days - 10 vacation days - 7 holidays). The burden (OH) rate of 11% is weighted average of all known burden rates for VH&A staff. The "Burdened Daily Salary" gives a cost for a person's time, excluding general and administrative costs (G&A). This cost is used for overhead functions such as accounting, purchasing, and administration.

Table 1- Personnel Rates and Costs
(Person/Group Averages)

OH Fctr = .11
Days/yr = 237

Labor Category	Hourly Billing Rate(\$)	Annual Salary (\$)	Daily Billing Rate(\$)	Daily Salary (\$)	Burnded Daily Sal.(\$)	No. of Empl.	Wghted Daily Rate(\$)	Weighted Average Daily Rates(\$)*	
								Project Staff	Int. Staff
Victor Huff	150	--	1200	0	0	1	1200		
Tim Richardson	100	--	800	0	0	1	800		
Project Managers	65	--	520	0	0	3	1560	491	
Interior Designers	45	28500	360	120	133	3	1080		
Production Coord.	45	25900	360	109	121	3	1080		
Architect. Designer	45	23600	360	100	111	3	1080		305
Draftsmen	32	18200	256	77	85	3	768		
Sr/Jr Int. Designrs	33	16800	264	71	79	4	1056		
Clerical	15	14500	120	61	68	4	480		
Accounting	--	21361	0	90	100	2	0		
Purchasers	--	15600	0	66	73	4	0		
Barbara Glines	--	--	0	0	0	1	0		
Don Nelson	--	--	0	0	0	1	0		
						33	9104		317

* Used on Table 2 where groups of labor categories are needed.

RECOMMENDATIONS

Based on the above FINDINGS and ANALYSES, CCC makes the following recommendations (to be carried out in the approximate order listed):

- Have committee meetings and actions to refine the needs/costs analysis table and the alternatives to be pursued.
- Prioritize needs (applications) by reorganizing Table 2 by software type and ordering the applications within each type, from high to low.
- Prepare Request for Proposal from existing and the additional committee actions to clarify needs.
- Issue the RFP.
- If Harper and Shuman is the best choice for MIS, begin implementation.
- Choose in-house vendors.
- Contract for installation and acceptance of the selected computer system including all custom modifications.
- Prepare detailed installation and acceptance plan.
- Prepare installation site.
- Train system users.
- Install, test, then accept computer system(s).
- If a phased approach is taken, do each phase as quickly as possible.

- Develop data bases, electronic worksheets, and word processing applications.
- Set policies for manual processing of minor and small tasks which would not be cost effective on the computer system.
- Implement a continuous training program for users.
- When demand and income justifies, add other computer systems or terminals, as appropriate.
- After the in-house system(s) is stable, evaluate CADD and CAI. CADD timesharing is a good way to begin.