

MINNESOTA DEED REPORT 870573

1985 PROJECT MANAGEMENT REPORT

March 1986

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MINNESOTA DEED REPORT

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MINNESOTA DEPARTMENT OF ENERGY & ECONOMIC DEVELOPMENT
POLICY ANALYSIS DIVISION

1985 PROJECT MANAGEMENT REPORT

In March 1985 the Policy Analysis Division implemented a project time management system. Under this system all Policy Analysis staff report monthly the number of hours worked by project, type and client. These numbers are aggregated quarterly and used to assess staff allocation and utilization.

The Policy Analysis Division is a support unit providing data and analytical services to DEED's operating divisions, as well as to other state agencies, the Legislature, private businesses and the public. The activities of the Division can be grouped into three basic categories: economic development data and analysis, energy data and analysis, and administrative/management support. The last category includes computer and library services which cannot be allocated to specific economic development or energy projects, as well as staff development, budgeting, personnel, and unallocated staff and management support activities.

The project management summaries for calendar year 1985 show the shift in the Policy Analysis Division's emphasis from energy to economic development programs and a reduction in administrative support with budget cutbacks. This change in workload is in part a result of the organizational transition of the Division from a unit within the Energy Division to a free standing unit serving the entire Department. It also reflects the changing program goals set by the Division.

For example:

- o From March through June 1985, during the first half of the year, economic development activities accounted for 28 percent of Policy Analysis staff hours. In the second half (July through December 1985), the economic development share had increased to 41 percent.
- o Energy projects dropped from 41 percent of staff hours in the first half of 1985 to 35 percent in the second half of 1985.
- o Administrative and management support declined from 31 percent of Policy Analysis staff time in the first half to 24 percent in the second half. Computer and library services represented six percent or one third of the time allocated to support services in the second half.

Economic Development

The expanded economic development activities of the Policy Analysis Division can be grouped into three basic types:

- 1) Building the economic data and analytical base for the Division's work (e.g. Snapshot of the Minnesota Economy, inter-industry linkage analysis, economic statistical profile, directory of Minnesota businesses, export base study);

- 2) Providing analytical and information support to DEED's operating divisions (e.g. economic impact analysis, job displacement analysis, Megamall, software study);
- 3) Providing policy support to the Governor and Legislature in conjunction with other State agencies (e.g. Economic Report to the Governor, economic development strategy, Economic Resource Group, Commission on the Economic Future of Minnesota).

All of these activities are interrelated so that successful projects in one area contribute to the effectiveness of the Division in other areas. The following table shows how the economic development workload has increased from quarter to quarter, while the total staff of the Division was being reduced.

Economic Development Activities
of the Policy Analysis Division

1985

April to June July to Sept. Oct. to Dec.

Econ. Devel. Hours	3,133	3,203	3,520
Total Policy Analysis	10,897	7,434	8,919
Percent of Total	29%	43%	39%

The types of projects vary considerably in time frame, ranging from ongoing and long-term projects which may take several months to complete (e.g. the Economic Report to the Governor) to short-term projects which require rapid turnaround (e.g. Megamall analysis). Considerable flexibility is needed to manage these different types of projects and to allocate staff effectively.

A summary of the hours spent on major economic development projects are presented in Appendix Tables 3 and 6.

Energy

As with economic development activities, the Policy Analysis Division's energy activities can be grouped in three basic areas:

- 1) Maintaining the energy data and analytical base (e.g. petroleum monitoring, regional energy information system, home heating oil price inventories);
- 2) Providing analytical support to operating divisions and other State agencies (e.g. energy investment plan, MEQB advance forecast, low income fuel assistance analysis, petroleum price forecast);

- 3) Providing policy support to the Commissioner and Governor (e.g. petroleum supply weekly assessment and action plan).

During 1985, the energy activities of the Policy Analysis Division were reduced as shown by the following table.

Energy Activities
of the Policy Analysis Division

1985

April to June July to Sept. Oct. to Dec.

Energy Hours	4,398	2,197	3,554
Total Policy Analysis	10,897	7,434	8,919
Percent of Total	40%	30%	40%

The increase in energy work in the October to December quarter was in part seasonal, these being the most critical months in terms of fuel oil supply monitoring, analysis and action. Also during this quarter much of the work on the advance forecast, which is required by the Division's power plant siting funds agreement with the MEQB, was completed.

Appendix Tables 4 and 7 provide a summary of major energy projects for the last two quarters of 1985.

Computer Services

The Policy Analysis Division provides computer support services for its own economic development and energy activities as well as for other divisions. In addition to those projects directly related to economic development or energy activities, the computer staff must devote a sizeable portion of their time to file management, archive work and troubleshooting.

The following table shows the allocation of quarterly computer service hours by type of activity.

Computer Service
Hours by Activity

1985

April to June July to Sept. Oct. to Dec.

Economic Development	274	176	58
Energy	184	59	49
Administration	351	247	252
	<hr/>	<hr/>	<hr/>
Total Computer Serv.	809	482	359
Total Policy Analysis	10,897	7,434	8,919
Percent of Total	7%	6%	4%

Library

The DEED library provides information services to all operating divisions and the public and serve as an extension of the Division's analytic capacity. The librarians provide direct support to DEED staff on economic development and energy projects as well as performing the administrative activities essential to an effective library. These administrative activities include cataloging, purchasing/acquisitions, routing, check-in/check-out and trips to other libraries.

The following table shows the quarterly hours of the DEED library by activity.

Library Hours
by Activity

1985

April to June July to Sept. Oct. to Dec.

Economic Development	177	153	176
Energy	192	98	104
Administration	215	302	252
	<hr/>	<hr/>	<hr/>
Total Library	584	553	532
Total Policy Analysis	10,897	7,434	8,919
Percent of Total	5%	7%	6%

Administrative/Management

The last area of project activity includes several administrative or management functions required for the effective operation of the Policy Analysis Division. In addition to library and computer services, administrative/management activities include staff support, management support, staff development, budgeting, and personnel activities.

Staff support is a general category for meetings, secretarial services and other staff activities which cannot be assigned to a specific project. As a result of budget cutbacks, the secretarial staff was reduced in July, resulting in a drop in total hours for this category.

The following table shows administrative/management hours, excluding library and computer services, by quarter.

Administrative/Management
Hours by Activity
Excluding Library & Computer Services

1985

April to June July to Sept. Oct. to Dec.

Staff Support	1,350	728	663
Management Support	411	172	204
Staff Development	456	285	190
Budgeting	349	87	106
Personnel	147	127	69
Other Projects	87	86	109
	-----	-----	-----
Total Admin/Mgmt.	2,800	1,485	1,341
Total Policy Analysis	10,897	7,434	8,919
Percent of Total	26%	20%	15%

Management support includes managers' activities during the Legislative session. This is a major reason for the drop the the management support in the July to September quarter.

Appendix Tables 5 and 8 summarize major administrative/management activities for the last two quarters of 1985.

Productivity Improvements

During 1985 the Policy Analysis Division's workload expanded significantly, while the number of staff available have been reduced due to state and federal budget cuts. While there is no simple measure of productivity of the Division, there are several indicators of how the Division has increased its overall productivity both in terms of quantity and quality of work.

The indicators include:

- o Expansion of support services to DEED's economic development operating divisions
 - targets for telemarketing
 - improvements of data and library services
 - technical assistance on economic issues related to business development projects
- o Implementation of key recommendations of the 1985 Legislative Auditor's report on DEED programs
 - displacement analysis
 - development of post-survey on job impacts
- o Leadership in state economic development strategy
 - executive branch team on job creation/economic development strategy
 - Commission on the Economic Future of Minnesota
- o Expansion of interagency cooperation on economic data and analysis
 - six agency Economic Resource Group (Governor's STEP project)
 - first Economic Report to the Governor
 - economic analyst conference in November
- o Improved benefit and impact analysis of large-scale development projects
 - Megamall
 - Saturn
 - Pentair
 - Economic Laboratories
 - AMC
- o Improvement of energy monitoring, forecasting, and analysis
 - Petroleum operations
 - Evaluation of the Utilities' Advance Forecasting
 - Energy Investment Plan

Future Issues

Over the past year, demand for analytic assistance has increased significantly. The Economic Development and Financial Management Divisions have made particularly extensive use of our services. We anticipate demand for the Policy Analysis Division's services will continue to increase in the year ahead. The types of services provided by Policy Analysis would easily cost two to three times as much if contracted through private consultants. Furthermore the existence of a permanent Policy Analysis team provides the flexibility, timeliness, and policy relevance needed by state government that would not occur under other arrangements.

The need for economic research and information will increase as businesses use more sophisticated technologies and techniques in making location decisions. The ability to provide quick and accurate information to businesses will become an increasingly important economic development tool.

During the last year the staff of the Policy Analysis Division have proven themselves to be a high-performance research team. The staff are highly motivated, capable and enjoy what they do. It is important to continue to nurture and support the development of staff and to assure both stability and opportunities for career development.

While we can continue to anticipate productivity improvements in the quality of work provided by the existing staff, we can anticipate capacity problems if the demand for Policy Analysis services expands as anticipated.

PROJECT MANAGEMENT
SUMMARY

Table 1. March - June 1985

Table 2. July - December 1985

Table 1

Department of Energy and Economic Development
Policy Analysis Division

Project Management Summary
Mar-Jun 1985

	Mar	Apr	May	Jun	4th Q	Total	Pct
Economic Development							
Ongoing or Long Term Projects	361	372	266	127	765	1126	8.1%
Short Term Projects	278	354	508	547	1409	1687	12.1%
Data Collection & Stat Summaries	19	18	32	44	94	113	0.8%
Analytical & Informational Srvcs	70	88	103	223	414	484	3.5%
Computer Services	14	99	81	94	274	288	2.1%
Library Services	46	31	26	120	177	223	1.6%
Total ED	788	962	1016	1155	3133	3921	28.1%
Energy							
Ongoing or Long Term Projects	264	235	282	386	903	1167	8.4%
Short Term Projects	518	464	602	396	1462	1980	14.2%
Forecasting Activities	140	236	160	149	545	685	4.9%
Data Collection & Stat Summaries	63	278	255	285	818	881	6.3%
Analytical & Informational Srvcs	154	111	64	119	294	448	3.2%
Computer Services	89	71	47	66	184	273	2.0%
Library Services	37	48	51	93	192	229	1.6%
Total EN	1265	1443	1461	1494	4398	5663	40.5%
Administrative/Management							
Short Term Projects	31	22	29	36	87	118	0.8%
Staff Support	473	502	522	326	1350	1823	13.1%
Management Support	127	160	158	93	411	538	3.9%
Staff Development	84	155	148	153	456	540	3.9%
Budgeting	57	127	119	103	349	406	2.9%
Personnel	69	40	37	70	147	216	1.5%
Library Services	117	42	38	135	215	332	2.4%
Computer Services	60	105	120	126	351	411	2.9%
Total AD	1018	1153	1171	1042	3366	4384	31.4%
Total PA	3071	3558	3648	3691	10897	13968	100.0%

Table 2

Department of Energy & Economic Development
Policy Analysis Division

Project Management Summary
Jul-Dec 1985

	Jul	Aug	Sep	1st Q	Oct	Nov	Dec	2nd Q	Total	Pct
Economic Development										
Ongoing or Long Term Projects	269	244	402	915	828	547	341	1716	2631	16.09%
Short Term Projects	316	787	562	1665	466	426	337	1229	2894	17.70%
Data Collection & Stat Summaries	6	24	29	59	16	42	21	79	138	0.84%
Analytical & Informational Svcs	149	41	45	235	123	63	76	262	497	3.04%
Computer Services	51	41	84	176	27	17	14	58	234	1.43%
Library Services	50	62	41	153	64	59	53	176	329	2.01%
Total ED	841	1199	1163	3203	1524	1154	842	3520	6723	41.11%
Energy										
Ongoing or Long Term Projects	272	154	86	512	376	507	730	1613	2125	12.99%
Short Term Projects	218	92	191	501	315	326	238	879	1380	8.44%
Forecasting Activities	89	78	69	236	78	88	80	246	482	2.95%
Data Collection & Stat Summaries	294	197	200	691	183	245	110	538	1229	7.52%
Analytical & Informational Svcs	30	41	29	100	82	30	13	125	225	1.38%
Computer Services	17	17	25	59	18	8	23	49	108	0.66%
Library Services	34	35	29	98	36	33	35	104	202	1.24%
Total EN	954	614	629	2197	1088	1237	1229	3554	5751	35.17%
Administrative/Management										
Ongoing or Long Term Projects	2	8	24	34	6	14	23	43	77	0.47%
Short Term Projects	21	21	10	52	12	25	29	66	118	0.72%
Computer Services	98	85	64	247	72	71	109	252	499	3.05%
Library Services	109	96	97	302	101	76	75	252	554	3.39%
Staff Support	299	219	210	728	164	198	301	663	1391	8.51%
Management Support	49	64	59	172	92	43	69	204	376	2.30%
Staff Development	107	75	103	285	88	50	52	190	475	2.90%
Budgeting	33	30	24	87	49	25	32	106	193	1.18%
Personnel	29	40	58	127	22	22	25	69	196	1.20%
Total AD	747	638	649	2034	606	524	715	1845	3879	23.72%
Total PA	2542	2451	2441	7434	3218	2915	2786	8919	16353	100.00%

PROJECT SUMMARIES FOR
JULY - SEPTEMBER 1985

- Table 3 - Economic Development Projects
- Table 4 - Energy Projects
- Table 5 - Administrative/Management Projects

Table 3

Department of Energy & Economic Development
Policy Analysis Division

Project Summary for July to September 1985
(Top projects listed in each category)

Economic Development Projects	Lead	Tp	1st Qtr Total Hours	Percent Total Hours
=====				
ONGOING OR LONG TERM PROJECTS				

Econ Report of the Gov	LM	ED	318	4.28%
Econ Dev Strategy	BF	ED	250	3.36%
Econ Impact Analysis	EV	ED	173	2.33%
High Tech Corridor	AM	ED	162	2.18%
Other Projects	AM	ED	12	0.16%
Subtotal			915	12.31%
SHORT TERM PROJECTS				

Bloomington-Triple Five		ED	760	10.22%
Minnesota Economy - Snapshot Report	BZ	ED	160	2.15%
Inter-Industry Linkage Analysis	EV	ED	158	2.13%
Econ Resource Group	LM	ED	109	1.47%
Other Projects	JD	ED	478	6.43%
Subtotal			1665	22.40%
DATA COLLECTION AND STAT SUMMARIES				

Econ Devt Database	BZ	ED	56	0.75%
Gross State Product Database (GSP)	MB	ED	3	0.04%
Subtotal			59	0.79%
ANALYTICAL AND INFORMATIONAL SERVICES				

Information Requests - Econ Devt				
DEED-COMMISSIONER		ED	109	1.47%
PRIV SECTOR		ED	50	0.67%
DEED-ECON DEVT		ED	44	0.59%
DEED POL ANAL		ED	10	0.13%
OTHERS			22	0.30%
Subtotal			235	3.16%
COMPUTER SERVICES				

Computer Services - Econ Devt				
DEED-ECON DEVT		ED	91	
DEED-POL ANAL		ED	40	0.54%
DEED-COMM DEVT		ED	22	0.30%
OTHER GOVT AGENCIES		ED	12	0.16%
OTHERS			11	0.15%
Subtotal			176	2.37%

Table 3 (cont.)

Department of Energy & Economic Development
Policy Analysis Division

Project Summary for July to September 1985
(Top projects listed in each category)

Economic Development Projects	Lead Tp	1st Qtr Total Hours	Percent Total Hours
=====			
LIBRARY SERVICES			

Information Requests - Econ Devt			
DEED POL ANAL	ED	54	0.73%
DEED-ECON DEVT	ED	38	0.51%
PRIV SECTOR	ED	24	0.32%
OTHERS		37	0.50%
Subtotal		153	2.06%
TOTAL ECONOMIC DEVELOPMENT HOURS		3203	43.09%

Table 4

Department of Energy & Economic Development
Policy Analysis Division

Project Summary for July to September 1985
(Top projects listed in each category)

Energy Projects	Lead	Tp	1st Qtr Total Hours	Percent Total Hours
=====				
ONGOING OR LONG TERM PROJECTS				

Petroleum Supply Res. & Analy	MD	EN	273	3.67%
MEQB - Advance Forecst	DQ	EN	84	1.13%
Petrol Supply Weekly Assess	MD	EN	78	1.05%
Petroleum Guidance Group	MD	EN	57	0.77%
Other Projects	BE	EN	19	0.26%
Subtotal			511	6.87%
SHORT TERM PROJECTS				

Energy Investment Plan	JD	EN	223	3.00%
DOE Home Htg #2 Price Inv Monitoring	EV	EN	133	1.79%
DES Low Income Fuel Assistance Anal	CR	EN	114	1.53%
Other Projects	JD	EN	31	0.42%
Subtotal			501	6.74%
FORECASTING ACTIVITIES				

Petro Short Term Demand Frcst	GH	EN	115	1.55%
DOT Long Term Gasoline Cons Frcst	EV	EN	80	1.08%
Petro Price Frcst	GH	EN	25	0.34%
Other Projects			16	0.22%
Subtotal			236	3.17%
DATA COLLECTION AND STAT SUMMARIES				

Regional Energy Info Systems (REIS)	DQ	EN	537	
Regional Energy Resid Price Study	CR	EN	153	2.06%
Other Projects	DQ	EN	1	0.01%
Subtotal			691	9.30%
ANALYTICAL AND INFORMATIONAL SERVICES				

Information Requests - Energy				
DEED-ENERGY		EN	43	0.58%
DEED-COMMISSIONER		EN	16	0.22%
OTHER STATE AGENCIES		EN	15	0.20%
PRIV SECTOR		EN	14	0.19%
OTHERS			12	0.16%
Subtotal			100	1.35%

Table 4 (cont.)

Department of Energy & Economic Development
Policy Analysis Division

Project Summary for July to September 1985
(Top projects listed in each category)

Energy Projects	Lead	Tp	1st Qtr Total Hours	Percent Total Hours
=====				
COMPUTER SERVICES				

Computer Services - Energy				
DEED-POL ANAL		EN	33	0.44%
DEED-ENERGY		EN	26	0.35%
Subtotal			59	0.79%
LIBRARY SERVICES				

Information Requests - Energy				
PRIV SECTOR		EN	34	0.46%
DEED-ENERGY		EN	32	0.43%
OTHER STATE AGENCIES		EN	15	0.20%
DEED-POL ANAL		EN	12	0.16%
OTHERS			5	0.07%
Subtotal			98	1.32%
TOTAL ENERGY HOURS			2196	29.53%

Table 5

Department of Energy & Economic Development
Policy Analysis Division

Project Summary for July to September 1985
(Top projects listed in each category)

Administrative/Management Projects	Lead	Tp	1st Qtr Total Hours	Percent Total Hours
=====				
ONGOING OR LONG TERM PROJECTS				

Computer Users Group	MA	AD	34	0.45%
Subtotal			34	0.45%
SHORT TERM PROJECTS				

Proj Mgmt System Devt	RA	AD	37	0.50%
Library Issues & Operations	DS	AD	11	0.15%
Computer Cost Red	RA	AD	4	0.05%
Subtotal			52	0.70%
COMPUTER SERVICES				

Computer Administration				
File Management/Archive/Troubleshoot		AD	184	2.48%
Software/Hardware Equip Eval & Purch		AD	43	0.58%
Transfer some UCC Oper to PC		AD	5	0.06%
Computer Services - Other				
DEED-ADMINISTRATION		AD	15	0.20%
Subtotal			247	3.32%
LIBRARY SERVICES				

Library Administration				
Cataloging	DS	AD	89	1.20%
Library Purchases/Acquisitions	DS	AD	63	0.85%
Routing/Check-In/Check-Out/Shelving	DS	AD	56	0.75%
Trips to Other Libraries	DS	AD	32	0.43%
Other Projects			62	0.83%
Subtotal			302	4.06%
ADMINISTRATIVE/MANAGEMENT				

Staff Support		AD	728	9.79%
Staff Development		AD	285	3.83%
Management Support		AD	172	2.31%
Personnel		AD	127	1.71%
Budgeting		AD	87	1.17%
Subtotal			1398	18.81%
TOTAL ADMINISTRATIVE/MANAGEMENT HOURS			2031	27.34%

PROJECT SUMMARIES FOR
OCTOBER - DECEMBER 1985

- Table 6 - Economic Development Projects
- Table 7 - Energy Projects
- Table 8 - Administrative/Management Projects

Table 6

Department of Energy & Economic Development
Policy Analysis Division

Project Summary for October to December 1985
(Top projects listed in each category)

Economic Development Projects	Lead	Tp	2nd Qtr Total Hours	Percent Total Hours
=====				
ONGOING OR LONG TERM PROJECTS				

Econ Report of the Gov	LM	ED	744	8.34%
Econ Dev Strategy	BF	ED	560	6.28%
High Tech Corridor	AM	ED	217	2.43%
Econ Impact Analysis	EV	ED	106	1.19%
Other Projects	RD	ED	89	1.00%
Subtotal			1716	19.24%
SHORT TERM PROJECTS				

Econ. Statistical Profile	DQ	ED	227	2.55%
Econ Resource Group	LM	ED	186	2.09%
Directory of MN Businesses	DQ	ED	174	1.95%
Job Displacement Analysis		ED	125	1.40%
Software Study			120	1.35%
Export Base			110	1.23%
Other Projects	BZ	ED	287	3.22%
Subtotal			1229	13.78%
DATA COLLECTION AND STAT SUMMARIES				

Econ Devt Database	BZ	ED	78	0.87%
Gross State Product Database (GSP)	MB	ED	1	0.01%
Subtotal			79	0.89%
ANALYTICAL AND INFORMATIONAL SERVICES				

Information Requests - Econ Devt				
PRIV SECTOR		ED	93	1.04%
OTHER STATE AGENCIES		ED	60	0.67%
DEED-ECON DEVT		ED	52	0.58%
OTHERS			57	0.64%
Subtotal			262	2.94%
COMPUTER SERVICES				

Computer Services - Econ Devt				
DEED-POL ANAL		ED	40	0.45%
OTHER STATE AGENCIES		ED	6	0.07%
DEED-COMMISSIONER		ED	5	0.06%
OTHERS		ED	7	0.08%
Subtotal			58	0.65%

Table 6 (cont.)

Department of Energy & Economic Development
Policy Analysis Division

Project Summary for October to December 1985
(Top projects listed in each category)

Economic Development Projects	Lead	Tp	2nd Qtr Total Hours	Percent Total Hours
LIBRARY SERVICES				

Information Requests - Econ Devt				
DEED POL ANAL	ED		93	1.04%
DEED-COMM DEVT	ED		21	0.24%
DEED-ECON DEVT	ED		16	0.18%
PRIV SECTOR	ED		12	0.13%
OTHERS			34	0.38%
Subtotal			176	1.97%
TOTAL ECONOMIC DEVELOPMENT HOURS			3520	39.47%

Table 7

Department of Energy & Economic Development
Policy Analysis Division

Project Summary for October to December 1985
(Top projects listed in each category)

Energy Projects	Lead	Tp	2nd Qtr Total Hours	Percent Total Hours
=====				
ONGOING OR LONG TERM PROJECTS				

MEQB - Advance Forecast	DQ	EN	906	10.16%
Petroleum Supply Res. & Analy	MD	EN	438	4.91%
Petrol Supply Weekly Assess	MD	EN	173	1.94%
Other Projects			96	1.08%
Subtotal			1613	18.08%
SHORT TERM PROJECTS				

Energy Investment Plan	JD	EN	345	3.87%
DOE Home Mtg #2 Price Inv Monitoring	EV	EN	259	2.90%
Petroleum Marketing Study	GH	EN	242	2.71%
Other Projects			33	0.37%
Subtotal			879	9.86%
FORECASTING ACTIVITIES				

Petro Short Term Demand Frct	GH	EN	153	1.72%
Petro Price Frct	GH	EN	81	0.91%
Other Projects	EV	EN	12	0.13%
Subtotal			246	2.76%
DATA COLLECTION AND STAT SUMMARIES				

Regional Energy Info Systems (REIS)	DQ	EN	449	5.03%
Regional Energy Resid Price Study	CR	EN	89	1.00%
Subtotal			538	6.03%
ANALYTICAL AND INFORMATIONAL SERVICES				

Information Requests - Energy				
DEED-POL ANAL	EN		27	0.30%
PRIV SECTOR	EN		27	0.30%
OTHER GOVT AGENCIES	EN		27	0.30%
DEED-ENERGY	EN		25	0.28%
OTHERS			19	0.21%
Subtotal			125	1.40%

Table 7 (cont.)

Department of Energy & Economic Development
Policy Analysis Division

Project Summary for October to December 1985
(Top projects listed in each category)

Energy Projects	Lead	Tp	2nd Qtr Total Hours	Percent Total Hours
=====				
COMPUTER SERVICES				

Computer Services - Energy				
DEED-ENERGY	EN		32	
DEED-COMMISSIONER	EN		13	0.15%
OTHERS	EN		4	0.04%
Subtotal			49	0.55%
LIBRARY SERVICES				

Information Requests - Energy				
DEED-ENERGY	EN		41	0.46%
DEED-POL ANAL	EN		29	0.33%
PRIV SECTOR	EN		20	0.22%
OTHERS	EN		14	0.16%
Subtotal			104	1.17%
TOTAL HOURS			3554	39.85%

Table 8

Department of Energy & Economic Development
Policy Analysis Division

Project Summary for October to December 1985
(Top projects listed in each category)

Administrative/Management Projects	Lead	Tp	2nd Qtr Total Hours	Percent Total Hours
=====				
ONGOING OR LONG TERM PROJECTS				

Computer Users Group	MA	AD	43	0.48%
Subtotal			43	0.48%
SHORT TERM PROJECTS				

Library Issues & Operations	DS	AD	41	0.46%
Proj Mgmt System Devt	RA	AD	22	0.25%
Other Projects		AD	3	0.03%
Subtotal			66	0.74%
COMPUTER SERVICES				

Computer Administration				
File Management/Archive/Troubleshoot		AD	82	0.92%
Software/Hardware Equip Eval & Purch		AD	60	0.67%
UCC NOS 2.0 and S2K 2.8 Conversion		AD	48	0.54%
Other Projects		AD	19	0.21%
Computer Services - Other				
DEED-ADMINISTRATION		AD	43	0.48%
Subtotal			252	2.82%
LIBRARY SERVICES				

Library Administration				
Cataloging	DS	AD	57	0.64%
Routing/Check-In/Check-Out/Shelving	DS	AD	56	0.63%
Library Purchases/Acquisitions	DS	AD	51	0.57%
Routing System	DS	AD	50	0.56%
Other Projects			38	0.43%
Subtotal			252	2.83%
ADMINISTRATIVE/MANAGEMENT				

Staff Support		AD	663	7.43%
Management Support		AD	204	2.29%
Staff Development		AD	190	2.13%
Budgeting		AD	106	1.19%
Personnel		AD	69	0.77%
Subtotal			1232	13.81%
TOTAL HOURS			1845	20.68%