



National Radio Astronomy Observatory

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Fax Message

TO: Alan Bridle

DATE: 99/1/28

COMPANY: NRAO-CV (ER)

Fax #: _____

Number of Pages (including cover page): 7

THIS FAX MESSAGE FROM:

NAME: Ruth Milner

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Y2K report to auditors

COMMENTS: For your & Jim Desmond's review. Please

forward to Chuck Beverage in AB if OK. It's

consistent with what Richard sent last year.

Let me know if it's not legible and I'll see if

someone here can type it (you may want to do

this at your end even if it is; I have a blank

copy I can FAX for this if so)

Thanks!

Ruth.

If you have any problems receiving, please contact receptionist at (505) 835-7000.

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Year 2000 Compliance Questionnaire

Prepared By: Ruth Milner Date: 25 Jan 1999

Reviewed By: _____

Client Name: NRAO

Discussed With: _____

Does the company have a Year 2000 compliance approach? Yes No

If no, consider the need to further discuss this topic with client management and/or audit committee, and document these discussions.

If yes, the following questions can be used to guide and document a discussion with the client, or alternatively, document the discussion in a memorandum.:

Project Planning/Program Management:

- Does the project address domestic and global compliance?

YES

- Describe the current status of the project. How long has the client been working on it? What is the comfort level with their current status?

Assessment and inventory were completed in late 1997. Testing and remediation of essentially all mission-critical applications was completed in 1998. Most of the remaining testing relates to systems not critical to fundamental observatory operations. We are satisfied with this progress.

- Who is sponsoring the Year 2000 effort? Is the Chairman or Chief Executive Officer? What level of "buy in" exists in the organization?

NRAO's Y2K co-ordinator is attached to the Director's office. "Buy-in" is good in critical areas such as the business office and computing, variable in non-critical areas.

- Is the Year 2000 budget separate or included within the IS budget? If included in the IS Budget, what process exists or will be put forth to prioritize Year 2000 work within the context of the total budget? What initiatives will be delayed? Have the users agreed?

Budget is included in IS budget. Y2K remediation is considered very high priority. At this time it is not expected that any other major initiatives will need to be delayed.

- What is the estimated cost of compliance and duration of time to accomplish compliance? How were these estimates determined? What is their target date for completion?

Exact cost is not available but will be minor in budget terms since most efforts involve either existing staff or equipment/software upgrades already planned. Target date for mission-critical functions was 12/31/98 and is considered met. Non-critical target completion date 8/31/99.

- Has a task force been ¹created to address the issue? Is it ²considering only the impact on their computer systems or is it considering enterprise level issues? How many people ³are included on the task force? Does it include both internal and external resources ⁴? ⁵Have accountabilities been clearly delineated between external and internal resources? ⁶If "offshore" resources are planned how will the work be controlled?

1. YES
2. Both
3. 7
4. No
5. Yes
6. N/A to NRAO

- What contingency plans have been established to mitigate the risks associated with the project not being completed on time?

Mission-critical aspects of the project are already essentially complete.