

EVALUATION AND INSTALLATION PLANNING SCHEDULE
THE UNIVERSITY OF CANTERBURY

Meeting: 17th November, 1960.

Those Present: Dr B.R. Penfold, University of Canterbury
Mr A.J. Henley, IBM Christchurch
Mr B.A.M. Moon, IBM Head Office

Notes of Meeting - Tentative Schedule

1. Establishment of University Organization:

- a. Interim Project Committee: Dr B.R. Penfold
Mr F.M. Henderson
established 16th
November, 1960.
- X b. Official Project Committee: to be appointed by
31st January 1961.
- c. Project Manager - Senior Lecturer:
to be appointed by
1st March, 1961.
to take up duties by
1st May, 1961.
- d. Administrative plans-staff: one part time typist/
keypunch operator to be
appointed by 1st October,
1961.

2. Education Program:

Courses will be held on University Premises, probably at
Ilam.

- a. Seminar for professional staff: 1 day - 22nd February,
1961.
- b. Programming courses for:
1. Project Manager
 2. University Staff
 3. Senior Research
Students

Courses will be 1. 1620 Programming - basic and symbolic -
one week.

2. FORTRAN for 1620 - five half days.

These courses should commence about 8th May, 1961, and be completed by 30th June, 1961. IBM will endeavour to hold them in the May vacation, particularly the programming course. It is most desirable that the Project Manager take up his appointment by 1st May, 1961, in order to attend these courses.

3. General System Design:

The only major item under this heading is supply of information and card decks for the 1620 Program Library. IBM will supply program write-ups by 15th July, 1961, and those card decks/program tapes required by 31st December, 1961.

4. Review of Physical Installation Plans:

The University has commenced physical planning for:

- a. The initial installation in the School of Engineering, Ilam.
- b. The final installation in the Science Block, Ilam.

Space reservation for future system expansion at each site will be determined by University development policy. Dr Penfold has information on space and power requirements where known for the following items:

1. For main computer room:
 - 1620
 - 1622/1621
 - 1623
 - 729-II and Tape Control Unit
2. Library and off-line preparation room:
 - chairs 026
 - 056
 - accessories: card or tape cassettes 082
 - stationery and lighting Engineer's store and workspace
 - Cabinets for program material & stationery.
 - supplies: cards or paper
 - typewriter ribbons from IBM
 - typewriter stationery
 - paper
3. Office: Project Manager's Office

The University will have decided its policy on physical planning for the initial installation at the School of Engineering by 1st June, 1961, and a meeting between the University and the IBM Sales Engineering Representative will be held to finalize physical installation planning by 30th June, 1961. The room for the off-line equipment and library will be ready for machine installation by 24th October, 1961. The main computer room will be ready for installation

by 24th December, 1961.

5. Detailed System Design:

On or about 15th July, 1961, a meeting will be held between the University Project Committee and IBM representatives to review planning and to check:

- a. Satisfactory completion of education.
- b. Supply of library program material is adequate.
- c. Physical construction is proceeding to plan.

6. The first test session will be held in the first thirty days after the system is handed over to the customer, i.e. in early 1962.

7. No conversion procedure is required.

8. The University will give a firm commitment in writing on desired delivery dates by 22nd July, 1961, i.e. one week after the committee meeting on 15th July, 1961. The University has noted that to comply with delivery schedules and in order that off-line equipment may arrive two months before the major system, i.e. in November, 1961, a decision on off-line equipment required must be made by 15th February, 1961. In particular the decision whether the initial system will be tape or card must be made by that date.

9. The University will approve transportation schedules by 1st September, 1961.

The University has noted the need to supply and order:

- a. furniture: work tables
desks
chairs
- b. accessories: card or tape cabinets
stationery and library cabinets
lighting
- c. supplies: cards or paper tape from IBM
typewriter ribbons from IBM
typewriter stationery/interleaved carbon
paper

These will be checked by 1st September, 1961; furniture, accessories and stationery will be installed in the off-line equipment room by 31st October, 1961, and in the main computer room by 31st December, 1961.

Tapes or cards required, specifying colour or other special

features, will be ordered by the University by 30th June, 1961.

10. Selection and training of operating personnel:

Typist/card punch operator will be required to pass a card punch aptitude test to be conducted by IBM before 1st October, 1961. The operator selected will be trained by 31st October, 1961.

11. Conversion procedures are not required.