

**TOWN OF DRUMHELLER  
INFORMATION 2000 PROJECT**

**POLICY # A-6-98**

DESKTOP APPLICATIONS STANDARDS

POLICY STATEMENT:

1. Desktop applications will be Y2K compliant.
2. Staff should be able to move from computer to computer with ease.
3. Data should be stored once, centrally, so that sharing and access are enhanced. Confidential data should be stored so that only authorized access is provided.
4. Common application software should be easily maintained and supported from a central location.
5. Software licensing will be controlled so that copyright violations do not occur.
6. Town staff should be able to share documents with external agencies with ease, through use of commonly used software file formats.
7. Data should flow freely from application to application without re-entering it; linking data from application to application should be supported so that data automatically updates in all applications at once.
8. Computers and monitors will facilitate energy management by powering down or switching off monitors after an appropriate period of inactivity. Third party/add-on screen savers of any kind are not approved.
9. Computer systems security and performance will be enhanced by restricting unauthorized software of any kind. Specifically:
  - ◆ Games will not be permitted on workstations. If warranted, a "coffee break gaming computer" will be set up in a non-public area for use by staff during breaks.
  - ◆ Third party/add-on sounds will not be used.
  - ◆ All software loaded on computers must be approved by department heads and the Systems Administrator.
10. Staff will be trained to use computer applications, based on their existing skills and expected level of use.
11. Future software upgrades will be initiated by the Systems Administrator and approval by the Steering Committee based on criteria which include:
  - ◆ Need for enhanced functionality (or fixing of known bugs) offered by new versions.
  - ◆ Ability of all software products to support each other.
  - ◆ Availability of budget money.
  - ◆ Where warranted, software maintenance programs will be subscribed to, so that upgrade costs can be reduced.

## DESKTOP APPLICATIONS STANDARD

Microsoft Office Professional (Word, Excel, PowerPoint, Outlook, Access) will be used for common desktop software. Conversion date will be chosen to minimize disruption of major operations.

Microsoft Internet Explorer will be used for Internet/Intranet access.

Corel Draw and Aldus Pagemaker will continue to be used for desktop publishing.

AutoCad, AutoCad Map, ArcCad, ArcView and ArcExplore will continue to be used for GIS applications.

Desktop application software will be loaded on the central file server for access by workstations. Exceptions to this will be CAD/GIS, desktop publishing, and other specialized software, which will be loaded on the workstations of staff who use it.

Except for some confidential data, all data will be stored on the central file server.

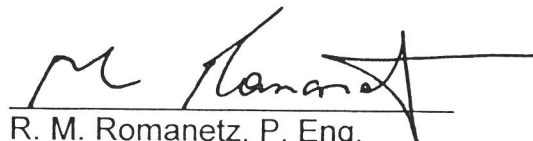
### IMPLICATIONS:

A training program will be developed and delivered to staff to coincide with the conversion. Details of this and a support strategy will be brought to the Steering Committee at a later date.

In conjunction with the filing system review, most data will be stored on the central file server, so that it is protected from unauthorized access, secured against loss, and readily accessible by those who need it. File server data will be fully backed up each business day; data not on the file server will be the responsibility of the workstation user.

Staff will need to be informed about this policy, and why it has been approved.

Adopted by Muni2000 Steering Committee:  
Dated: December 2, 1998



R. M. Romanetz, P. Eng.  
Chief Administrative Officer