

# Senate Finance and Public Administration Committee— Additional Budget Estimates February 2009

## Parliament Portfolio, Department of Parliamentary Services

### Answers to Questions on Notice

**Topic: ParlInfo related emails from Library staff.**

**Questions P16, Written questions on notice**

#### **P16 (FIFIELD)-DPS**

Please provide all emails from Library Staff in relation to the development, testing and use of the new ParlInfo search system.

#### **Answer**

1 The ParlInfo Search Project has been a significant project for the Department of Parliamentary Services and email correspondence from Library staff has occurred at all stages of the project.

2 Initial assessment of the volume of emails has been completed. This is likely to be an underestimate of the actual number of emails. It is also estimated that 10% of these emails contain attachments. The results are:

Hard copy folders

<b>Folder Name</b>	<b>Estimate of Email Correspondence</b>
Stage 1	200
Stage 2	150
Stage 3	300

ParlInfo Search Mailbox

<b>Folder Name</b>	<b>Estimate of Email Correspondence</b>
Emails sent to 2020	13
Enhancements requests	26
Feedback	6
Emails Filed	70
Emails Logged	105
Emails Resolved	102
Emails transferred to SARMS	18
ParlInfo data Upload Service	12

ParlInfo Test Mailbox

<b>Folder Name</b>	<b>Estimate of Email Correspondence</b>
Alerts Notification	50
Other emails	140

ParlInfo Training Mailbox

<b>Folder Name</b>	<b>Estimate of Email Correspondence</b>
Emails	90

Outlook Archived ParInfo Folders

<b>Folder Name</b>	<b>Estimate of Email Correspondence</b>
Stage 1	262
Stage 2	188
Stage 3	
Alerts	36
Emails Filed	350
Emails Logged	72
Emails Resolved	113
Feedback	6

TOTAL Volume estimated: **2309**

3 The estimated time and effort to work through these emails and hardcopy material is estimated at:

<b>Steps</b>	<b>Staff level</b>	<b>Activity</b>	<b>Effort (days)</b>
1	PSL3	Finalise list of email collections and review to ensure completeness	7
	EL1	Quality assurance	1
	PSL3	Print and block out names – hardcopy files	10
2	PSL3	Photocopy emails and attachment and bundle these files	5
	EL1	Quality assurance	1.5
3	PSL3	File and package	3
	EL1	Quality assurance	1
<b>TOTAL</b>			<b>PSL3 – 25 days EL1 - 3.5 days</b>

4 Hourly rate is approximately \$72/hour. This is equivalent to **\$15,390** to work through the volume of information on this project.

5 DPS does not have the resources available to undertake this activity.