The Audit of the current activities, problem areas, and future enhancements includes areas such as

- Use of information provided by ADP
- Use of electronic mail
- Word processing systems and their communication
- Use of data bases for management information
- Use of data bases for inventories (which system?)
- Financial planning aids
- Time planning aids (e.g. Pert charts)
- Use of "PCs" (application areas and the specific packages used)
- Administrative procedures automated

In addition, the following questions of some more general aspects of "Management Information Systems" and general "Office Automation" address topics not covered in the Audits of specific systems and services.

1. Which functions has your division tackled?
2. Which functions has your division not tackled, but feel there is a need for?
3. Which language(s) does a system you use have to support:
   - for interactive prompts and messages
   - for content (e.g. texts, database content)
4. What does your division see "Office Automation" consist of?
5. ..... 
6. ..... 
7. ..... 
8. ..... 
9. .....