NEEDS ANALYSIS PROCESS

PROJECT BRIEF

Background

The company has grown fairly rapidly over the past two years and management feels that the records management system could be improved.

Objectives

The objectives of the needs analysis are:

1. to review the current system, identifying strengths and weaknesses
2. to ensure that space will be adequate to house files in line with the anticipated 12% growth of the company
3. to provide a report on points 1 and 2 above, and make recommendations for improvements to the records management system.

The project

The needs analysis will:

1. analyse current systems to identify:
   • procedures for creating files, tracking files, archiving files and disposing of files
   • strengths and weaknesses of current records management systems
2. analyse current floor space and record management facilities to:
   • ensure facilities can cope with the present volume of records
   • ensure facilities can cope with a 12% growth rate of the company.

Methodology

1. Overview of current systems:
   • to be carried out on the site
   • Each department to be studied to determine present records management systems and specific requirements.
2. Floor space/Facilities plan
• An evaluation to be carried out to determine amount of floor space used in the present records management system.

• An evaluation of the amount of floor space required to cope with the expected 12% growth rate of the company.

• Development of a facilities register to record the equipment and facilities presently used for the records management system.

• An estimation of the facilities required to cope with the 12% expected growth rate of the company.

Staff commitment
Song Wang, Administrative Officer and Norlene Lorensini, Administrative Officer.

Time commitment
1. Review of current records management system: 2 weeks
2. Floor space and facilities plan: 1 week

Approval
If this brief meets with your personal approval, please authorise proceeding by signing below.

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Angus Smissen
General Manager