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Brief on the Needs Analysis Process

Background

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

Objectives

1. To ensure that space will be adequate to house files in line with the expected 12% growth of the company.
2. To overview the current system identifying strengths and weaknesses.
3. To provide a report which outlines information pertaining to points 1 and 2 above, as well as to make recommendations to improve the present records management system.

The Project

The needs analysis will:

1. Overview current systems to identify
   - Procedures for creating files, tracking files, archiving files, disposing of files
   - Strengths and weaknesses of current records management systems.

2. Overview current floor space and record management facilities to
   - Ensure facilities can cope with present quantity of records
   - Ensure facilities will cope with a 12% growth rate of company

Methodology

1. Overview current systems
   - To be carried out on-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.

Personnel Commitment

Song Wang, Administrative Officer and Norlene Lorensini, Administrative Officer for George Van Heusen, Acquisitions Manager.

Time Commitment

1 Overview of current records management system 2 weeks
2 Floor space/Facilities plan 1 week

Approval

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

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Angus Smissen
General Manager
ValleyView Publications