Features and Components of an Administrative System:

**Purpose and Nature of Organisation:**

The actual organisation itself has an impact on the features of the administrative system. What is the purpose of the organisation? What work does it undertake and what information is needed for this work to be undertaken?

**Number and Type of Users:**

The number of users of the system and the type of hardware that is utilised. The higher the number of users, the more complicated the hardware is likely to be. Are there issues with regards to concurrency of data use if the number of users is high? For example, what happens when two people are working on the same information at the same time?

**Organisation/Staff Requirements:**

It is important that you fully understand your administrative system in terms of the information that will be input into the system and which will be output from the system and the flow of that information.

**Purpose and Nature of System:**

You need to consider exactly what the purpose and nature of the system is. What is its place in the organisation? What systems interconnect with it? What information is provided by the system and is it electronic or paper based or a combination of the two?

**Size of System:**

How many people use the system? How large is the organisation?

Does it operate from a single site or from multiple sites? How are the sites connected?

**Skills of Existing Staff:**

What skills do staff have in administration? How about management? Are there gaps in knowledge?

**Staff Training Needs:**

Based on the above analysis, is further training required?

**Work Practices:**

What work practices are present in the organisation? How effective are these currently and do improvements need to be made?