

Figure 2.1: Sample questions for a general administrative needs assessment.

INFORMATION ARCHITECTURE — QUESTIONS

1. What are the principal types of information you deal with in your job?
2. Where does the information come from?
Internal sources:
External sources:
3. How is the information collected?
Process and who is involved:
Collection media:
Timing:
4. What types of processing do you need to do on this information?
Verification/validation:
Statistical analysis:
Decision support:
5. What types of dissemination of information are required?
Format and content:
Production process:
Distribution media and recipients:
6. What changes can you foresee in your information management responsibilities and requirements in the next 3-5 years?
New mandates:
Information content and level of detail:
Process and procedures:
7. How do you use automated systems today to help you manage information?
8. How well or how poorly do your Department's existing automated systems help you?
9. If you could make three improvements in your Department's information systems, what would you choose?
10. Who else in your organization would you suggest we speak to in order to get a full picture of your information management-related needs and priorities?

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Office Administration Practice Questions Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the ability of words has be much more evident than ever. They have the capacity to inspire, provoke, and ignite change. Such may be the essence of the book **Office Administration Practice Questions**, a literary masterpiece that delves deep to the significance of words and their impact on our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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