

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?

Office Administration Practice Questions

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