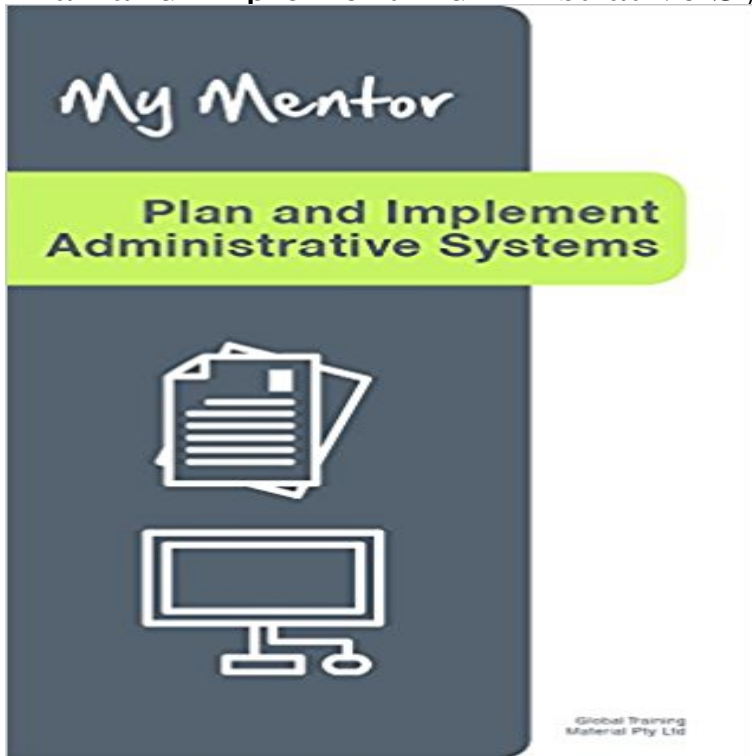


Plan and Implement Administrative Systems



The My Mentor series of professional development eBooks empower individuals to succeed in their workplace through targeted business knowledge and practical exercises. The Plan and Implement Administrative Systems eBook will guide and advise readers on how to manage one of the key aspects of any business: information. In today's overloaded work environment it is effective management of information that can provide any business and business professional with the advantage they need to succeed. Readers are stepped through the process of planning and implementing administrative systems in the following sections: Planning: Consulting with stakeholders, identifying system modifications and improvements and obtaining quotes and timeframes from suppliers. Implementing: Developing and communicating implementation strategies, deploying the system, arranging training and support, and managing incidents to minimise impact. Monitoring: Overseeing system usage, security and output, and recommending further improvements and staff training requirements.

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