Forward Planning
Process Improvement
Post Conversion
Business Systems
IT Server / Cloud
People
Business Planning
Data Conversion / Audit
System Planning
Project Management

Business System

- The systems we use work well for the company as a whole
- Our data is accurate as shown in management reports
- All systems are integrated with no data duplication

Importance	1	2	3	4	5
Proficiency	1	2	3	4	5

More Info

People

- All staff have written procedures and job descriptions
- Each procedure has a deadline met by staff
- We have an escalation process for help when issues arise

Importance	1	2	3	4	5
Proficiency	1	2	3	4	5

More Info

Business Planning

- We have a branch business plan with key deliverables
- Each branch tracks actuals against their own budget
- Managers meet regularly to review budget against results

Importance	1	2	3	4	5
Proficiency	1	2	3	4	5

More Info

System Planning

- We constantly review systems to identify weaknesses
- Planned changes per branch are prioritised as projects
- Detailed specification documents are provided to suppliers

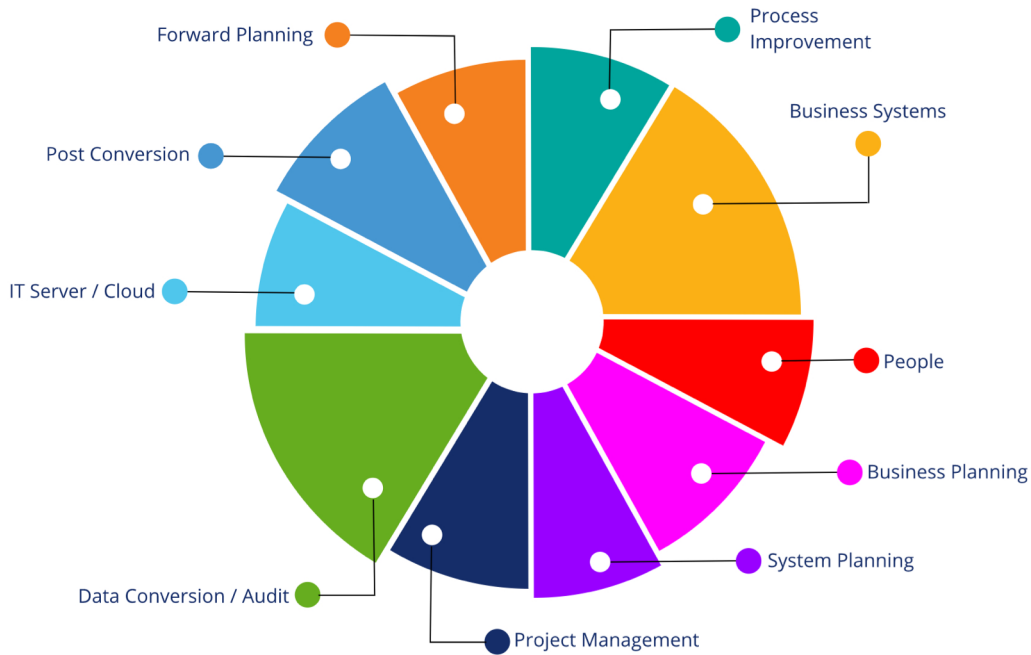| Importance	1	2	3	4	5
Proficiency	1	2	3	4	5

More Info

Project Management

- We have an internal project manager for system changes
- Timely staff training and system testing are well managed
- Each person has time to test prior to implementation

Importance	1	2	3	4	5
Proficiency	1	2	3	4	5

More Info

Ajendico
software to grow

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Data Conversion / Audit

- The systems we use work well for the company as a whole
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Importance	1	2	3	4	5
Proficiency	1	2	3	4	5

More Info

IT Server / Cloud

- Our IT strategy outlines use of in house and cloud IT assets
- Our in house or cloud server ready for use
- Our backup procedure is documented and checked daily

Importance	1	2	3	4	5
Proficiency	1	2	3	4	5

More Info

Post Conversion

- Internal procedures by branch will be documented by us
- We have programming/report writing capabilities in house
- We have written or video training for on boarding new staff

Importance	1	2	3	4	5
Proficiency	1	2	3	4	5

More Info

Forward Planning

- Management meet regularly to plan growth strategies
- Staff are committed to continued quality assurance

Importance	1	2	3	4	5
Proficiency	1	2	3	4	5

More Info

Process Improvement

- Company culture is geared towards improvement
- Staff are involved in system improvement processes
- Management encourage staff to change for best outcomes

Importance	1	2	3	4	5
Proficiency	1	2	3	4	5

More Info