

ORGANIZATIONAL ASSESSMENT©

**ADMINISTRATION AND MANAGEMENT /
SPACE, FACILITIES, SYSTEMS, TECHNOLOGY QUESTIONNAIRE**

To be completed by:

- Executive

1. Does the organization keep detailed records of all leased property and equipment?

Yes _____ No _____

2. Is there a detailed record of all owned property, plant and equipment?

Yes _____ No _____

3. Is there a periodic physical inventory or inspection of property, plant and equipment?

Yes _____ No _____

4. Does the organization have a regular maintenance plan for any buildings and/or vehicles?

Yes _____ No _____

5. Does the organization have an annual space and facilities plan that relates to the program plan and budget and ensures that the organization will have adequate and appropriate space and facilities for its current and anticipated programs and administrative needs?

Yes _____ No _____

6. Has an energy audit been performed within the past 12 months at each facility where the organization pays utility costs?

Yes _____ No _____

7. Does the organization use information technology to support any of the following:

Basic office functions –
word processing, spreadsheets Yes _____ No _____

Fiscal management Yes _____ No _____

Fund development/donor tracking Yes _____ No _____

Internal communication, information sharing Yes _____ No _____

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Research and information gathering Yes _____ No _____

Client tracking / service reporting Yes _____ No _____

Other: _____

8. Have computer software and hardware, telephone systems, etc. been considered for upgrading within the past two years?

Yes _____ No _____

Please describe: _____

9. Does the organization utilize:

e-mail Yes _____ No _____

If yes, please describe and indicate who the users are: _____

The Internet Yes _____ No _____

If yes, please describe and indicate who the users are: _____

10. Do staff receive training in the use of technology?

Yes _____ No _____

If yes, please describe: _____

11. Does the organization have a technology plan? Yes _____ No _____

If yes, is it:

related to the strategic plan and budget Yes _____ No _____

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updated annually	Yes _____	No _____
dealing with programmatic, administrative, connectivity and staff training issues	Yes _____	No _____
setting forth the organization's technology needs and means for meeting those needs	Yes _____	No _____

(Any questions that were answered "no" indicate that this item should be given attention.)