

## Introduction

### Administrative Operations Brief Case



1. Identify the main problem(s) facing the organization.

2. Analyze the situation and identify the causes of the problem(s).

3. Develop a plan of action to address the problem(s).

Case Study

## Background

1. Name of the organization  
2. Location  
3. Industry  
4. Size  
5. History  
6. Mission

### Current Situation

1. Date of the report  
2. Author

3. Title of the report

1	2	3	4	5	6

## Analysis

1. Internal factors  
2. External factors  
3. Opportunities  
4. Threats  
5. Strengths  
6. Weaknesses  
7. SWOT analysis  
8. Porter's Five Forces  
9. PESTLE analysis  
10. Stakeholder analysis  
11. Resource analysis  
12. Competitor analysis  
13. Market analysis  
14. Financial analysis  
15. Operational analysis  
16. Human resources analysis  
17. Information systems analysis  
18. Environmental analysis  
19. Legal analysis  
20. Ethical analysis

## Recommendations

1. Short-term recommendations  
2. Long-term recommendations  
3. Implementation plan  
4. Monitoring and evaluation  
5. Risk management  
6. Communication plan  
7. Budget  
8. Timeline  
9. Roles and responsibilities  
10. Key performance indicators  
11. Success factors  
12. Challenges  
13. Conclusion  
14. Appendix  
15. References

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### Current Situation

1. Name of the organization  
2. Location  
3. Industry  
4. Size  
5. History  
6. Mission  
7. Vision  
8. Values  
9. Culture  
10. Structure  
11. Processes  
12. Systems  
13. Resources  
14. Competitors  
15. Market  
16. Financial  
17. Operational  
18. Human resources  
19. Information systems  
20. Environmental  
21. Legal  
22. Ethical

### Analysis

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