

Utilizing Systems Assessment

Introduction

Utilizing Systems is the fourth pillar in creating an effective workplace. Systems are the tools we use to get our work done. Today, this usually means some support of technology, but it can be any tools you use to produce results. It is common to become in love with your tools. They have their quirks, and they cause frustration, and you are willing to put up with these as your tools have been the for you for years. Poor functioning systems can cause the effectiveness of the team and the organization to deteriorate. The Steams Assessment allows you to evaluate your tools without the emotion of change.

How to use assessment

Look at an individual system or tool that you and your team use to get the work done. Evaluate each factor on a 1 – 5 scale 5 being best. Each of your systems will each have a score on their current effectiveness.

Assessment Table

System Name							
	Factor	5	4	3	2	1	Score
1	Effectiveness for purpose						
2	Security						
3	Connectivity						
4	Upgradable						
5	System Administration						
6	Custer Service of Vendor						
7	Meets Future Need						
8	Data Relevant						
9	Report Capabilities						
10	Replacement Funded/Plan						
	Total						

Scoring Direction

- 44 – 50 Excellent System
- 37 – 43 Upgrade or update when recommended
- 28 – 36 Being Replacement Process
- 20 – 27 Replace within 12 months
- 10 – 19 Failing - need an interim solution now

What do with the results

Creating a strategy to keep your systems serving you at the highest level possible is a key to organizational success. The goal is always to replace or upgrade the system before it needs emergency attention. The systems assessment can help you prioritize your scheduled replacement as well.

"If you always do what you've always done, you'll always get what you've always got."

– **Anonymous**