Action Management System
IMPLEMENTATION ASSISTANT

Help Example Only

Introduction:

- **AMS is a "fully integrated system" with a logical structure to help with the management of non-financial business operations.** The system therefore has a <u>fixed structure</u> (illustrated by the **"active"** AMS Business Viewer diagram on the right) **however it has a very <u>flexible implementation</u> process.**

- **AMS is designed to be implemented over a maximum of a 12-month period and to quickly become the "operational dashboard" for running the business.**

- **To make the AMS process easier to conceptualise we have structured implementation into five (5) "modules".**

  Each module is implemented in a series of "steps".

- **On this page we have only summarised these steps to give you an overview, but we have supplemented this with extensive "how to" detail in the HELP examples.**

- **Follow the sequence of each module and refer to the pink "HELP Examples" as you progress through the process.** **Just click on any <u>PINK text</u> to go to the applicable sample form then move your mouse over the page for detailed instructions.** **The diagram on the right is also "live", and the colours match the modules outlined below. <u>You can click on any diagram item</u>.**

AMS "Example" Viewer

(Click on any Button within this diagram to see the associated AMS Help Examples)

Business DNA Creation		Staff & Skills Knowledge Input
"Business 5x5 Actions Key Measures & Targets	"Business-on-a-Page"	
	Allocation of Business Accountability to Staff	All Staff 5x5 "Role-on-a-
Risk Assessment		
Action Audits	Business Operations Directory	Staff Action
Operational Audits	Business Recommendations — Business Process Improvements	Performance Management

Customised Business Knowledgebase created by AMS