Piddubnyak Iryna
ORGANIZATIONAL SUPPORT OF ORGANIZATION MANAGEMENT

Organizational support – a set of methods and tools that regulate the interaction of employees with technical means and between them in the process of commissioning and operation of information.

Organizational support implements the following functions:

– analysis of the existing management system of the organization, where the Information System (IS) will be used, and identification of tasks that are subject to automation;

– preparation of tasks for writing on the computer, including technical task for IC design and technical and economic substantiation of its efficiency;

– development of management decisions on the composition and structure of the organization, methodology for solving tasks aimed at improving the efficiency of the management system.

In modern conditions, the operation of the enterprise requires an increase in the level of information support. This encourages the informatization of management activities and the promotion of the formation and development of information systems for the organization of information procedures.

The information support system provides for the creation of a single information fund, systematization and unification of indexes and documents, and subdivisions.

The information support includes: methodical and instructional documents; a single system of classification and coding; information base, which in turn is divided into normative and reference documents, information messages, information files.

Unified systems of documentation are created at the state, republican, branch and regional levels. Their main goal is to ensure the comparability of indicators of different spheres of public production. Standards are set where requirements are set: to unified documentation systems; to the unified forms of documents of different levels of management; to the warehouse and structure of requisites and indicators; to the order of introduction, maintenance and registration of the unified forms of documents.

However, despite the existence of a unified system of documentation, when inspecting the majority of organizations, a whole set of typical shortcomings is constantly revealed:

– extremely large volume of documents for manual processing;

– the same indicators are often duplicated in various documents;

– working with a large number of documents distracts specialists from writing immediate tasks;

– there are indicators that are created, but not used, etc.

Therefore, the elimination of these shortcomings is one of the tasks facing the creation of information support.

Schemes of information flows reflect the paths of the information flow and its scope, the place of origin of the primary information and the use of the resulting information. Based on the analysis of the structure of such schemes, measures can be taken to improve the entire management system.

The work was carried out under the guidance of Associate Professor of the Department of Economics and Management Tetiana Obydiennova