

Administrative Chaos Self-Assessment Checklist

Use this checklist to evaluate if your current systems are creating more admin than clarity.

Process Consistency

- ☐ Do the same processes (e.g. leave requests, procurement, approvals) vary across departments or regions?
- ☐ Are there multiple ways of completing the same task depending on the team?

Communication + Approvals

- ☐ Are critical decisions or approvals made via email, chat apps, or informal conversations?
- ☐ Do you struggle to trace who approved what, and when?

Data + Reporting

- ☐ Is business-critical information stored in spreadsheets or unmanaged documents?
- ☐ Do different teams maintain conflicting versions of the same data?
- ☐ Is reporting heavily reliant on manual effort or post-hoc calculations?

Process Visibility

- ☐ Do you frequently have to ask “Where is this sitting?” or “What’s holding this up?”
- ☐ Is there no easy way to track the status of tasks or requests in real time?

Integration + Automation

- ☐ Do staff manually move data between systems (e.g. copy-paste between tools)?
- ☐ Are there frequent delays caused by cross-departmental handovers?

Governance + Audit

- ☐ Does preparing for audits involve last-minute data collection and reconciling?
- ☐ Are there gaps in your audit trail that require explanation?

If you ticked more than 4 boxes:

Your systems are likely contributing to administrative chaos — and costing your business time, money, and clarity.

How FlowCentric Helps

- ☐ Custom-built software tailored to your business processes
- ☐ Structured, trackable workflows across departments
- ☐ Real-time visibility and dashboards
- ☐ Built-in audit trails and compliance enforcement
- ☐ Seamless integration with your existing systems

Ready to replace confusion with clarity?

Take your business from #ChaosToClarity. Contact FlowCentric <https://flowcentric.com>