

# Functional audit



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**Organization function audit is an «x-ray» of the current state of the company. It helps to understand what is working successfully and what improvements are needed.**

## Is organization's structure effective?

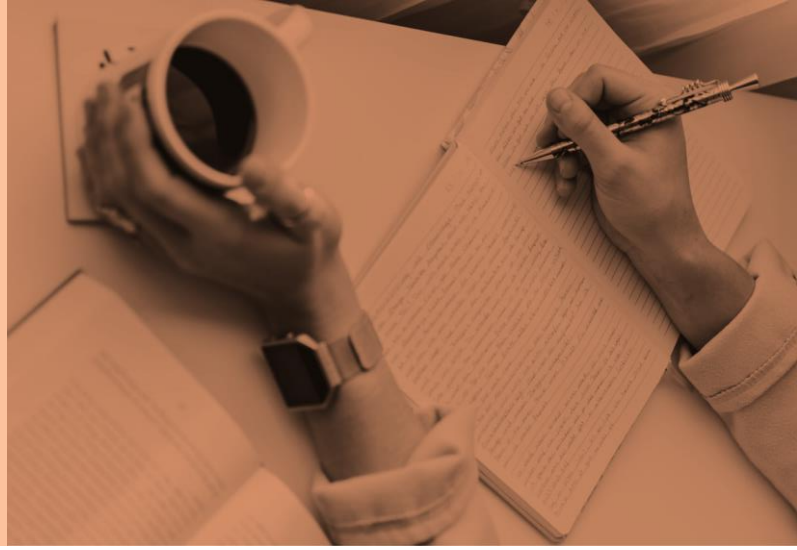
- Are the organization's resources optimal for achieving the organization's goals?
- Which functions need to be strengthened to achieve goals?
- Which functions can be automated?
- In which areas is it necessary to improve cooperation or employee competencies?
- Is the structure efficient or is it beneficial to merge some of the departments?

## How can resources be optimized?

- Is it possible to reduce the number of employees, and in which structural units?
- Is it possible to take on new responsibilities (additional projects, develop new business lines) within the existing workload?
- Which responsibilities can be performed remotely?
- What can be outsourced?



# Audit goals



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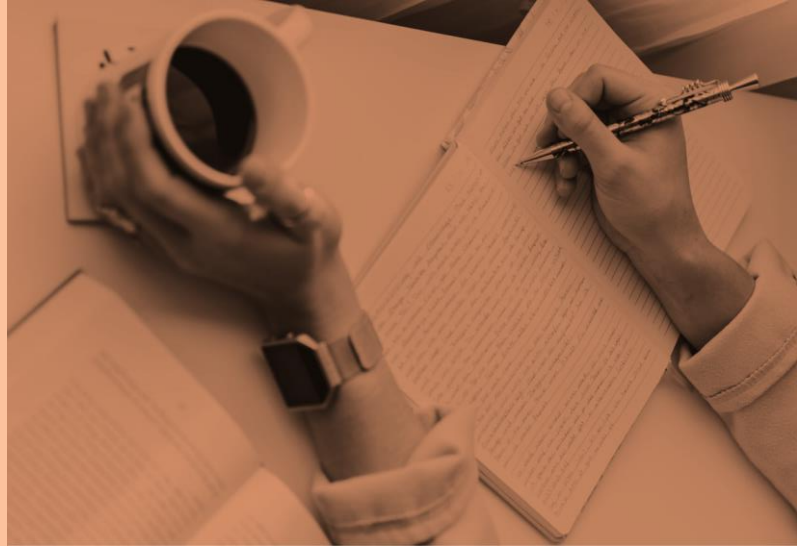
**Evaluate an organization's functions and the weight each function has in overall structure.**

## **What's the gain of functional audit?**

- Evaluation of the proportion of existing functions
- Recommendations for process flows and division of responsibilities
- Basis for data driven decisions
- Opportunities to optimize the organization's resources



# Audit methods



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Data is collected from different sources and both - quantitative and qualitative – data analysis are performed:

## Review of existing documents

(strategic documents, department regulations, job descriptions, process schemes)

- Are the functions and responsibilities divided logically, do they not overlap, is there no missing function?

## Management workshop

- Workshop helps to identify the key and supporting functions and their current order and place in the structure are identified

## Workload analysis

(workload questionnaires filled by employees)

- Which functions take more time than others?
- Comparison of findings within departments between employees and/or between the structural units

## Interviews with managers

(serves as data validation)

- Clarification of performed functions (comparing to documents and collected data)
- Discussion about workload analysis results



# BLEND Consulting services



Our consultants have performed **functional audit** for the following organizations:



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