

# InLook system Excellence

Objectification of organization management system



# Objectification of organization management system using InLook system Excellence

## InLook system solution represents:

- online view of the organization
- software as a service for online execution of internal audits and management of documented information
- integration of essential context about organizational operations from different data and information resources into central InLook system database
- training portal (training of employees during organizational changes)

# Solution schedule

1. **As-is analysis of organization management system.**
2. **Proposal for objectification of the organization management system.**

Step 2. will be implemented based on results of As-is analysis of organization management system using **InLook system Excellence** solution

**Quality management system** of INTER M & K, spol. s r.o. is certified by TÜV SÜD Slovakia s.r.o. according to STN EN ISO 9001:2016 for:

**IT and management system consulting**  
**Process and competence model implementation.**



# 1. As-is analysis of organization management system

1.1 – Organization audit

1.2 – Process audit

1.3 – Documentation audit

1.4 - Personal audit

Base on the data from each audit, the following will be prepared:

- A) Central database of work activities in InLook system environment
- B) Multi-dimensional competence matrix ( roles/positions, competences/roles, competences/trainings, IT roles, competences/reached education level,...)

# 1.As-is analysis of organization management system

## 1.1 - Organization audit

**ORGANIZATION  
STRUCTURE**

**ORGANIZATION  
DEPARTMENTS  
SCOPE**

**JOB DESCRIPTION**

**SYSTEMIZATION  
OF FUNCTIONAL  
POSITIONS**

## 1.2 - Process audit

## 1.3 – Documentation audit

## 1.4 – Personal audit

# 1.As-is analysis of organization management system

1.1 - Organization audit

1.2 - Process audit

**PROCESS AREAS**

**PROCESSES**

**ACTIVITIES**

**PROCESS ROLES**

1.3 – Documentation audit

1.4 – Personal audit

# 1.As-is analysis of organization management system

1.1 - Organization audit

1.2 - Process audit

1.3 – Documentation audit

**RULES**  
(Guarantor)

**POLICIES**  
(Administrator)

**WORKING  
PROCEDURES**  
(Users)

**REGISTERS**  
(Role - approver)

1.4 - Personal audit

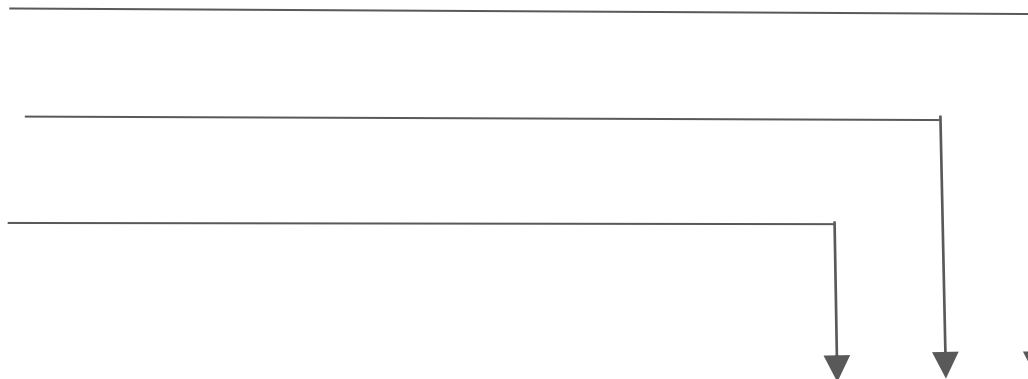
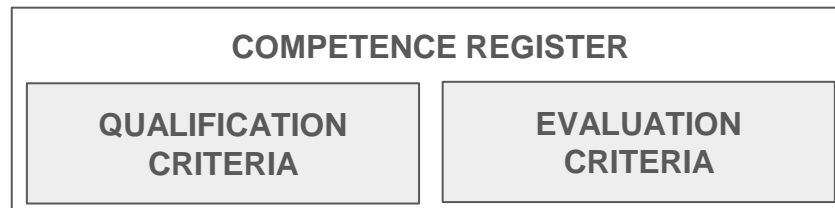
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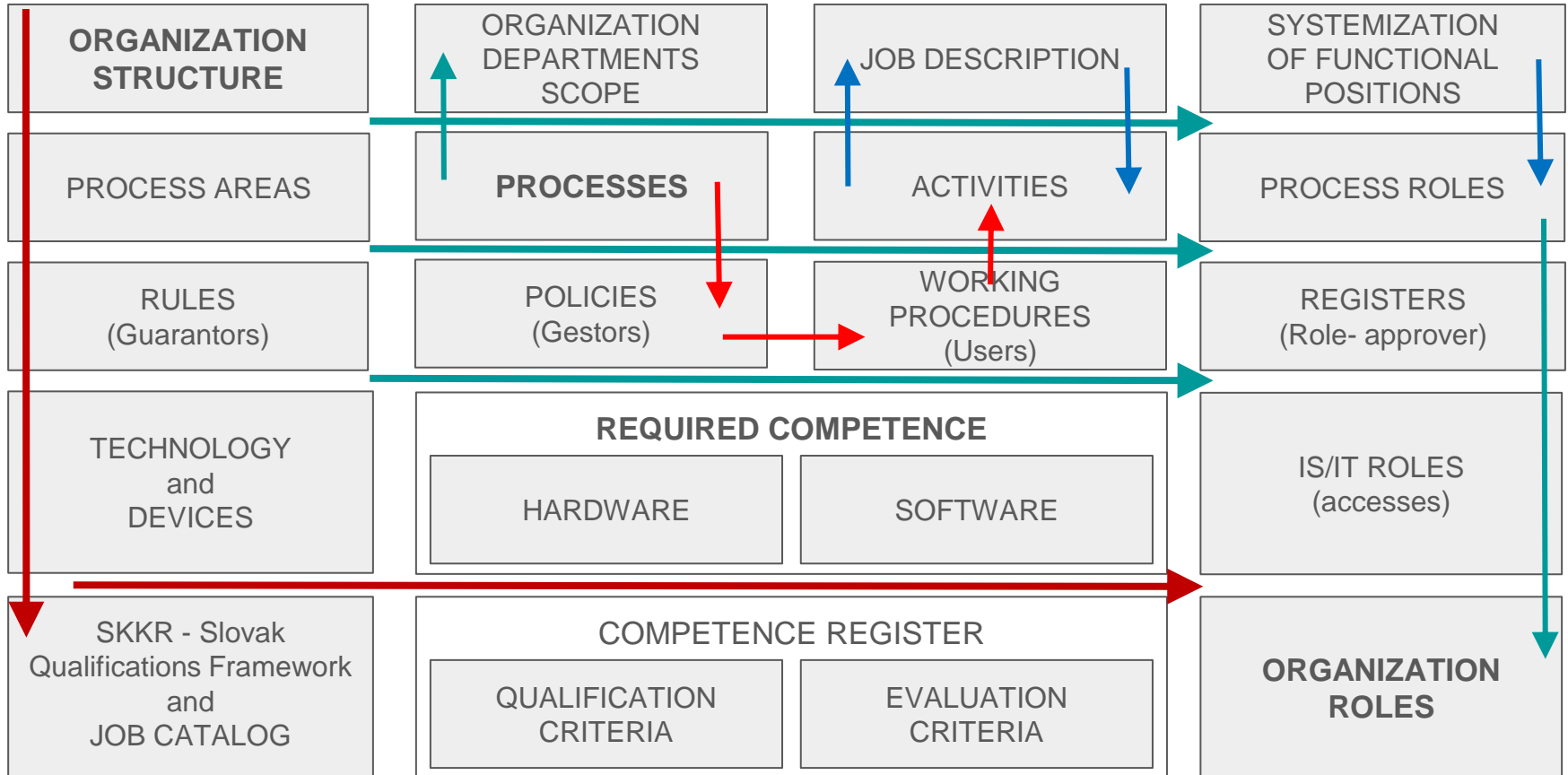




# online update of central activities database



# online update of central activities database



## 2. Proposal for objectification of the organization management system

2.1 – Duplicate activities removal

2.2 - Harmonization of process model activities and job descriptions

2.3 – Update of organizational order (organization departments scope)

2.4 – Process and organization roles catalog design (linked to SQF / EQF\*)

2.5 – Design of systemization of positions based on Organization roles catalog

2.6 – Design of documented information management system (ISO 9001:2016)

2.7 – Design of training portal (inlook. virtual-academy)

\*SQF - Slovak Qualifications Framework / EQF - European Qualifications Framework

The ability of **online change management** in organization ensures timely and complex customer requirements fulfillment and shows the stable quality of your products and services

Thank you.

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