

## NEED ANALYSIS

### The Need

- Need to document existing procedures
- Need to identify missing procedures
- Need to address audit findings/recommendations
- Need to plan approach for continued applications support and future applications purchases

### Objectives

- **Accessibility:** The degree to which policy and procedure documentation is accessible to the intended audience.
- **Availability:** The degree to which policy and procedure documentation is continually available to the intended audience.
- **Precision:** The degree to which policy and procedure documentation meets it's intended purpose.
- **Usability:** The degree to which policy and procedure documentation is easy to use.
- **Flexibility:** The degree to which policy and procedure documentation allows for variations and exceptions as needed to suit business goals and objectives.

## IDENTIFY AND PROFILE THE AUDIENCE

Registrar Office

Graduate College

Boyd School of Law

Dental School

## DEFINE SCOPE AND ORGANIZATION

### Scope

To develop written documentation for student records processes to assist the University of Nevada, Las Vegas in documenting existing procedures, identify missing procedures, address audit findings/recommendations and to plan an approach for continued applications support and future applications purchases.