

PREREQUISITES - ELEMENTS OF THE PRDS SUPPORT SYSTEM

The PRDS Unit has identified five documents which are critical to the effective operation of the system within ministries and departments. These are:

- 1) A current Strategic Plan or Programme Budget for the current financial year
- 2) Accurate and up-to-date Job Descriptions for all staff
- 3) An up-to-date Procedural/Operational Manual
- 4) An accurate and up-to-date Organisational Chart
- 5) An Individual Work plan for all staff

