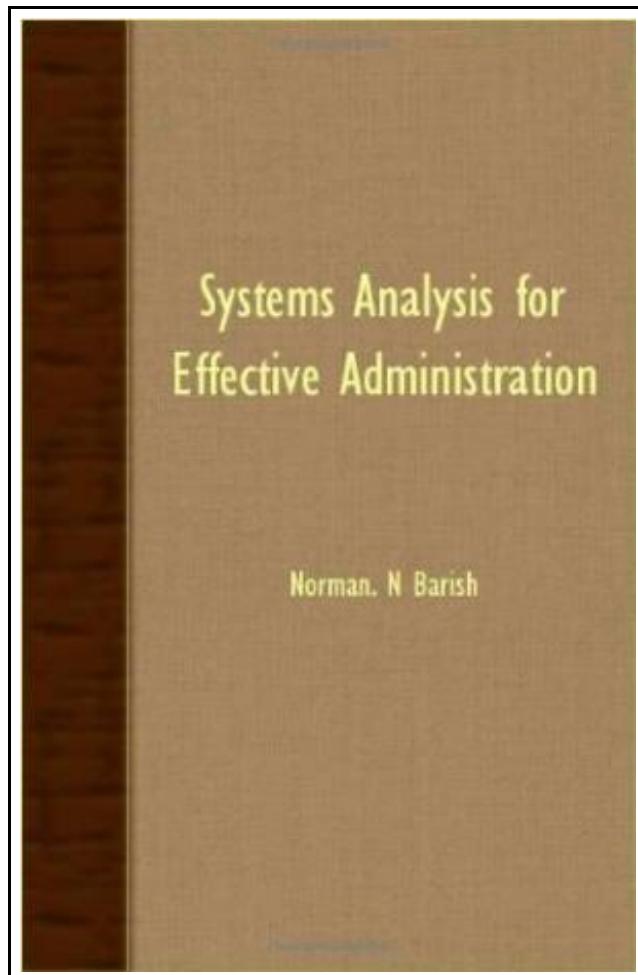


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Mill Press. Paperback. Condition: New. 332 pages. Dimensions: 8.7in. x 5.3in. x 0.9in. FOR EFFECTIVE ADMINISTRATION NORMAN N. BARISHL- Professor and Chairman of the Department of Industrial and Management Engineering New York University FUNK WAGNALLS COMPANY NEW YORK in association with MODERN INDUSTRY MAGAZINE NEW YORK PREFACE kLL MODERN enterprises whether profit or non-profit institutions possess three primary common classifications of management problems 1. Determination of the purposes of the enterprise basic policy on what are its goals and what will be its scope of operations. 2. Determination of the best methods for organization and systematic operation by the persons and groups which will perform the functions which are required to accomplish the purposes of the enterprise. 3. Administration of the persons and groups as a team of cooperating individuals most effectively to accomplish the purposes of the enterprise using the previously determined operating patterns. This book concerns itself with the second of these problems the methods of translating management policy into action of finding the most effective, simplest, and cheapest means of accomplishing every task. This systems problem is universal. It is present in every undertaking, large or small. How effectively this problem is met will frequently decide the success or failure of the undertaking. This book aims to show some of the approaches which, if properly applied, will help in the establishment of effective systems. The general plan throughout the book has been a practical presentation of how to make successful systems analyses. First the basic principles underlying good practice are presented in connection with each aspect of the subject. Then, with illustrative examples, the application vi PREFACE of these principles using critical questioning procedures is shown. Common pitfalls and obstacles to successful results are discussed and positive action is outlined to help...

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