

MINI-QUESTIONNAIRE FOR A SOUND MANAGEMENT SELF-DIAGNOSIS

Developed by the Order of Adm.A., the concept of Sound Management includes, within a model, the combination of management functions (planning, organization, management, control and coordination) with the fundamental principles of Sound Management (transparency, continuity, efficiency, balance, fairness and abnegation). On a day-to-day basis, this model takes form within your management framework.

The management framework is the management equivalent of an accounting information system within the discipline of accounting. All companies of an economic nature have a certain form of management framework. However, for certain companies, the legal framework of their incorporation or company is the only element, which can be attributed to their management framework. Nevertheless, a management framework needs to be more complex, according to the level of evolution of the organisation, in order to ensure the viability of the latter.

We invite you to complete this small self-diagnosis exercise, which will allow you to evaluate briefly how closely your organisation conforms to the generally accepted Sound Management Principles. A self-diagnosis questionnaire in a more in-depth format is also available.

For more information, please feel free to contact us at: info@devbra.com or at: (514) 845-8657.

QUESTIONS

1 Are you able to demonstrate the validity of your hypothesis, which served to establish your budget or your business plans?

PLANNING, TRANSPARENCY

ANSWER: YES NO

2 Do you conduct evaluations of potential risks, as well as the level of impact your decisions have on your company's chance of survival?

MANAGEMENT

ANSWER: YES NO



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QUESTIONS (cont'd)

3

Have you determined procedures needed in order to resolve conflicts between shareholders?

ORGANIZATION AND CONTINUITY

ANSWER: YES NO

4

Within your organization, is there currently a written-policy and procedure in place that permits the issuing of a new edition of accounts before a management committee or board of directors?

ORGANIZATION, MANAGEMENT AND TRANSPARENCY

ANSWER: YES NO

5

Does this process ensure the type of supervision, which permits owners, shareholders and managers to have access to all pertinent information in an unaltered and unbiased format?

ORGANIZATION, SUPERVISION AND TRANSPARENCY

ANSWER: YES NO

6

Do you have a written policy on the disclosure of personal interests?

MANAGEMENT AND TRANSPARENCY

ANSWER: YES NO



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QUESTIONS (cont'd)

7

Does your organization have a written policy for the authorization of expense accounts?

ORGANIZATION AND ABNEGATION

ANSWER: YES NO

8

Are these expenses always linked to company activities?

SUPERVISION AND ABNEGATION

ANSWER: YES NO

9

Are you preparing or forming a relief system in the event that you should have to pass on your power in either a temporary or permanent fashion?

ORGANIZATION AND CONTINUITY

ANSWER: YES NO

10

Have you prepared and put into place a project management process permitting your company to reach set goals, all in being efficient with the available economic resources?

ORGANIZATION, PLANNING AND EFFICIENCY

ANSWER: YES NO



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QUESTIONS (cont'd)

11 Are you certain that company objectives are realistic and proportional to the resources available to your organization?

PLANNING, EFFICIENCY AND BALANCE

ANSWER: YES NO

12 Have you put into place a policy which ensures that the work place be exempt from any type of nuisance, disquiet, intimidation or harassment?

ORGANIZATION AND FAIRNESS

ANSWER: YES NO

13 Do you possess outlined job descriptions and objectives for each employee?

ORGANIZATION AND FAIRNESS

ANSWER: YES NO

14 Could the gifts your managers receive embarrass your administrators, owners or shareholders should they publicly be made aware of them?

MANAGEMENT AND ABNEGATION

ANSWER: YES NO

ANSWER EVALUATION

Give yourself two points for each positive answer and verify your level of knowledge of the principles of Sound Management.

20 points or more

You have demonstrated that you exercise Sound Management. You possess an adequate knowledge of the main values of Sound Management. Taking into account your ease with the model of Sound Management, certain helpful tools may still be of interest to you: A complete self-diagnosis, a management framework template which is adaptable to your company's reality, models of company policies and a Sound Management Audit®.

14 to 18 points

Your honor is safe, however, some corrective measures would surely help you better ensure the survival of your organization. You could greatly improve your management framework with the help of tools such as the complete self-diagnosis, a management framework template which is adaptable to your company's reality, models of company policies and a Sound Management Audit®.

Less than 14 points

On a long-term basis, the survival of your organization may be in jeopardy. It would be in your best interest to consult one of our accredited consultants on the subject of Sound Management concerning the complete self-diagnosis, a management framework template which is adaptable to your company's reality, models of company policies and a Sound Management Audit®.