Commentary

Implementation of Administration Process in Business Management

Fumiko Dazai*

Department of Management, Keio University, Minato, Tokyo, Japan

DESCRIPTION

The management of a commercial organization is referred to as business administration. It also includes topics such as office building administration, finance, economics, design, developmental quality control, analysis techniques, marketing, project planning, data management, research and technology, and marketing from the perspective of management and leadership. The performance or management of company operations and decision-making, as well as the effective organization of people and other resources to steer activities toward common goals and objectives, are all part of business administration. In general, "administration" refers to the larger management role, which includes finance, people, and Information Technology (IT) services.

Internally focused and reactive rather than proactive, administration can refer to the governmental or functional conduct to routine office responsibilities. Administration, through general, performs a range of tasks to help a company achieve its objectives. The five aspects of administration," according to Henri Fayol are organizing; planning, controlling, managing, and monitoring directing are the five duties of management. There are several scholarly contributions in the literature that try to improve and optimize the performance of private organizations, agencies, and governments. On the other hand, because Public Administrations (PA) has a lesser market exposure than private administrations, there is limited content available for process development. As a result, they are less driven to be more efficient. As a result, the market sector is "almost uniformly labeled as ineffectual." This is a powerful statement that must take into account other factors, such as the inability of these two sectors to exchange information owing to their differing goals. Profit is the goal of the private sector, whereas economic and social advantages are the goal of the public sector.

However, constantly rising competition and the desire to provide quicker and better services are raising the bar for process quality and efficiency in PAs too. Moreover, improving PA efficiency does not in itself require upgrading existing processes; rather, it requires a total transformation because the AS IS configuration is too outdated and requires significant adjustments. Business Process Re-engineering (BPR) is a business management method that has been successfully implemented in a number of private firms. Digital transformation of business processes has become a more widely used technique for enhancing operability and efficiency inside firms as a result of developments in data storage, processing, and transmission, and this study illustrates how using digitalization to enhance BPR may greatly increase PAs. Although Attaran investigated the link between Information Technology (IT) and Business Process Reengineering (BPR), the authors are unaware of any applications or case studies that demonstrate the usefulness of digitalization combined with BPR in PA. Interconnection, information transparency, technical help, and decentralized decision are the four cornerstones of business administration. Simplifying government administration through digitalization is becoming increasingly important, yet it remains a challenging task to attain. It's a careful balance of business process mapping, redesign, and standardization, as well as interoperability with databases from other government agencies and stakeholders.

The reality of PA still differs widely, with thousands of overlapping decision-making centers, conflicting laws, and a shortage of technical figures such as business analysts that can solve nodes and promote a culture based on process analysis to develop a true data-driven decision-making model. The ultimate goal is to construct architecture of simple and digital services, project by project, as if using Lego bricks. This requires a number of criteria, including getting top-level sponsors, let it go of much old behavior, and incorporating as many people as possible to boost organizational learning within the workforce. Several changes have been implemented on a national level; however they are not promoting digitization in PAs. For example, the European Commission launched the Digital Agenda in 2010, one of Europe 2020's seven pillars, with the goal of promoting the digital economy and developing a plan for smart, sustainable, and inclusive growth. Furthermore, the European Union utilizes the Digital Economy and Society Index (DESI) to track many indicators for assessing member nations' digitization levels.

Correspondence to: Fumiko Dazai, Department of Management, Keio University, Minato, Tokyo, Japan, E-mail: fumikodazai@gmail.com