MINIMUM VIABLE BUREAUCRACY

When making a decision on a new policy or process, go through a short list of questions to ensure that you do not create unnecessary bureaucracy.
We suggest using the MVB checklist below as a good starting point whenever reviewing a new policy, process or system for implementation.

CHECKLIST MINIMUM VIABLE BUREAU-CRACY(MVB)

- 1. Is this the simplest way of doing this?
....

- 2. Is there a quicker way of doing this?
....

- 3. Is there a cheaper way of doing this?
....

- 4. Will this create a precedent or path dependency that might cause us problems in the future?
....

- 5. Does this empower or disempower our staff?
....

- 6. Will this increase organisational flexibility or increase organisational rigidity?