Innovative Administrative Management System

Towards a resilient, adaptable and sustainable model in the era of liquid modernity, industry 4.0 and artificial intelligence

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## Abstract

The document proposes an innovative administrative management system designed to address the challenges of the 21st century, marked by constant changes, the revolution of Industry 4.0, and the integration of artificial intelligence. Based on the principles of flexibility, efficiency, innovation, and inclusion, this modular system aims to overcome the limitations of traditional and modern approaches, offering an adaptable structure that effectively responds to the specific needs of different organizations, including manufacturing companies, non-profit organizations, and local governments. Focusing on a core of basic processes complemented with adaptive modules, the system promotes dynamic and sustainable management, capable of fostering a productive and positive work environment, while ensuring organizational resilience and the ability to lead in the creation of long-term value.

**Keywords (JEL):**

* M1 - Business Administration
* O32 - Management of Technological Innovation and R&D
* O35 - Social Innovation
* J24 - Human Capital; Skills; Occupational Choice; Labor Productivity
* L25 - Firm Performance: Size, Diversification, and Scope

# INTRODUCTION

Administrative management is a fundamental process for the success of any organization. It is the application of management principles to organize, direct and control the resources of an organization in order to achieve its objectives.

There are various administrative management systems, each with its own strengths and weaknesses. Traditional systems focus on efficiency and effectiveness, but can be rigid and difficult to adapt to change. Newer systems, based on artificial intelligence and machine learning, offer greater flexibility and adaptability, but can be expensive and difficult to implement

On the threshold of the 21st century, organizations find themselves sailing in an ocean of uncertainty, characterized by the constant and rapid changes that Zygmunt Bauman has called "liquid modernity." This concept encapsulates the transition from solid and predictable structures to a reality where the only constant is change. In this context, the Industry 4.0 revolution and the emergence of Artificial Intelligence (AI) have radically transformed the business landscape, introducing new dynamics in production, management and organizational strategy. Faced with these unprecedented changes, a rethinking of administrative management systems is imperative, to give way to approaches that not only adapt to the volatility of the environment, but also take advantage of the opportunities that modern technology offers. This document details the proposal of an innovative administrative management system, designed to be resilient, adaptable, efficient and effective, based on principles of innovation and inclusion, and structured to respond dynamically to the challenges and opportunities of the 21st century.

## Context of Constant Changes

Bauman's observation of a liquid society, where change occurs with bewildering speed and frequency, highlights the need for management systems that can flow and adapt like water. In the business sphere, this translates into the ability to respond with agility to changes in consumer preferences, market fluctuations, disruptive innovations and global socioeconomic transformations.

## Industry 4.0 Revolution

Industry 4.0 has marked the beginning of an era where digitization, automation, interconnection and real-time data analysis become fundamental tools for process optimization, production customization and data-based decision making. data. This new industrial paradigm not only requires changes in the operations and technological infrastructure of organizations, but also in the way they are managed and led.

## Impact of Artificial Intelligence

Artificial intelligence is redefining the concept of work, automation and data analysis, offering unprecedented opportunities for innovation in products and services, as well as in organizational management. AI's ability to process large volumes of data, learn from patterns, and perform complex tasks with precision and efficiency opens new avenues to improve productivity, quality, and customer experience. However, it also poses challenges in terms of ethics, privacy and employment, demanding a management approach that is as ethically conscious as it is technologically advanced.

## Proposal for a New Administrative Management System

Given this scenario, an administrative management system is proposed that embodies the adaptability and flexibility of liquid modernity, takes advantage of the transformative capabilities of Industry 4.0 and artificial intelligence, and is based on principles of efficiency, effectiveness, innovation and inclusion. This system is structured around a core of basic processes, essential for the operation and sustainability of any organization, and is complemented by adaptable modules, designed to respond to the specific needs and challenges of each organizational context.

This modular and flexible approach allows organizations to adjust their strategies and operations quickly and effectively, ensuring greater resilience to change, efficient management of resources and active participation in technological and social innovation. The inclusion of modules dedicated to public safety management, emergency response and citizen participation, among others, underscores the importance of building systems that not only pursue operational excellence and competitive advantage, but also contribute positively to the society and collective well-being.

# BACKGROUND

Main administrative management systems since Taylor at the beginning of the 20th century.

## Scientific administration, Frederick Winslow Taylor (1856-1915)

Principles of scientific management(Taylor, 1911): Taylor developed the principles of scientific management, which focus on efficiency and productivity. These principles include:

* Standardization: Establish work standards for each task.
* Division of labor: Divide work into simple, repetitive tasks.
* Selection and training of personnel: Select and train personnel so that they are the most suitable for each task.
* Supervision: Closely supervise employees to ensure they meet work standards.

## Classical theory of administration, Henri Fayol (1841-1925)

General administration guidelines(Fayol, 1916): Fayol developed the general principles of administration, which focus on the organization and coordination of business activities. These principles include:

* Division of labor: Division of labor into specialized tasks.
* Authority and responsibility: Authority must be accompanied by responsibility.
* Discipline: Employees must obey the rules and regulations of the organization.
* Unity of command: Each employee must receive instructions from a single supervisor.
* Unity of direction: An objective must be achieved through a single plan.
* Subordination of individual interest to the general interest: Individual interest must be subordinated to the general interest of the organization.
* Equitable remuneration: Employees must receive equitable remuneration for their work.
* Staff stability: Staff turnover should be low.
* Initiative: Employees must have the opportunity to take initiative.
* Team spirit: Employees must work together to achieve the organization's objectives.

## Bureaucratic administration, Max Weber (1864-1920)

bureaucratic organization(Weber, 1921): Weber developed the concept of bureaucratic organization, which is characterized by formalization, specialization and rationality. Bureaucratic organizations are based on a hierarchy of authority, standardized rules and procedures, and a division of labor based on specialization.

## Management by objectives, Peter Drucker (1909-2005)

Management by Objectives(Drucker, 2002): Drucker developed management by objectives, which focuses on setting clear objectives and measuring progress toward achieving them. Management by objectives involves involving employees in setting goals, monitoring progress, and evaluating results.

## Theory Z, William Ouchi (1943-)

Theory Z: Ouchi developed Theory Z, which is based on the values ​​and practices of Japanese companies. Theory Z emphasizes the importance of employee cooperation, loyalty, and involvement.

## Organization models, Henry Mintzberg (1939-)

Organization models (Mintzberg): Mintzberg developed five organizational models, which focus on the different functions and roles that managers play. These models include:

* Organization Chart: An organization chart is a diagram that represents the formal structure of an organization.
* Informal organization: Informal organization is the network of social relationships and communications that exists within an organization.
* Task system: A task system is a set of activities that must be performed to achieve a goal.
* Role system: A role is a set of expectations about a person's behavior in a given situation.
* Power system: Power is the ability to influence the behavior of others.

## Theory of human relations, Elton Mayo (1920-1930):

Proposed by Elton Mayo (Mayo, 1933)and others, highlights the importance of social and psychological aspects in the workplace. Emphasizes worker satisfaction, interpersonal relationships and the impact of emotional factors on productivity.

## Theory of formal and informal organization, Chester Bernard, (1930-1950):

Developed by Chester Barnard (Barnard, 1938), emphasizes both the formal structure of an organization and the informal relationships among its members. Recognizes the importance of social networks and non-formal communication.

## General systems theory, Ludwig von Bertalanffy (1950-1960):

Developed by Ludwig von Bertalanffy (Bertalanffy), considers the organization as an interrelated system and emphasizes the importance of the interconnection and interdependence of the components of an organization.

## Contingency Theory, Fred Fielder (1960):

Proposes that there is no single way to manage an organization (Fiedler, 1967)and that administrative practices must be adapted according to the circumstances and specific environment in which the organization operates.

## Theory of the Systemic Approach (1970):

Integration of various administrative theories, including general systems theory (Bertalanffy), emphasizes the importance of seeing the organization as a global system, considering internal and external factors, as well as the interrelationships between them.

## Modern administrative management systems

Modern administrative management systems are characterized by their focus on innovation, flexibility and adaptation to change. These systems include:

* Total quality management (TQM) (1980-1990): Total quality management is a management approach that focuses on continuous improvement of the quality of products and services.
* Process Management: Process management is a management approach that focuses on improving business processes.
* Knowledge Management (1990 onwards): Knowledge management is a management approach that focuses on the identification, creation, storage and use of knowledge.
* Innovation Management: Innovation management is a management approach that focuses on the creation and adoption of new ideas.

These systems are based on the idea that organizations must be able to adapt quickly to changes in the business environment.

# DEVELOPMENT

A new administrative management system is proposed that is different from what is known until now and that contains the benefits of all known systems. The background provided in the document highlights the evolution of administrative management systems from the principles of Taylor's scientific administration, through the theories of Fayol, Weber, and Drucker, to modern approaches such as knowledge management and Innovation Management. Each of these systems has contributed valuable elements to organizational management, such as efficiency, strategic planning, organizational structure and the promotion of innovation. However, limitations are also identified, mainly with regard to rigidity and difficulty in adapting to rapid changes and very dynamic contexts.

## Principles of the New System

The proposed new system is based on four fundamental pillars: flexibility and adaptability, efficiency and effectiveness, innovation, and inclusion. These principles seek to overcome the limitations of previous systems, providing a framework that is not only capable of responding agilely to changes in the environment but also optimizes the use of resources, encourages creativity and respects diversity. This multidimensional approach reflects the understanding that success in today's business context requires more than simply following standard rules or processes; requires a constant capacity for adaptation and evolution.

This system is based on the following principles:

* Flexibility and adaptability: The system must be able to adapt to changes in the environment and the needs of the organization.
* Efficiency and effectiveness: The system must be efficient and effective in the use of resources.
* Innovation: The system must encourage innovation and creativity.
* Inclusion: The system must be inclusive and respect diversity.

This new system would be based on the following structure:

* A core of basic processes: These processes would be common to all organizations, regardless of their size or sector.
* A set of adaptable modules: These modules could be customized to meet the specific needs of each organization.

## The core of basic processes

Developing the core core processes of the new administrative management system involves integrating and updating the principles and practices of pre-existing management systems, from Taylor's scientific management to modern approaches to knowledge management and innovation. Let's delve into how these basic processes can be enriched with the information and practices of previous administrative management systems, to create a system that is both robust and adaptable.

### Planning

#### Integration of pre-existing systems:

Management by Objectives (Drucker): Planning benefits greatly from Drucker's focus on clearly defining objectives and measuring progress toward these objectives. Involving employees in setting these goals can increase motivation and commitment to organizational results.

Systems Theory (von Bertalanffy): Considers the organization as an interrelated system, which implies planning that takes into account not only internal objectives but also how they interact with the external environment.

#### Proposed development:

Planning is an essential function in administrative management, serving as the foundation on which all other organizational activities are built and guided. In the context of the new administrative management system, planning takes on an even more critical dimension, given the need for modern organizations to navigate an increasingly volatile, uncertain, complex and ambiguous (VUCA) environment. . This concept is further developed below, emphasizing the importance of clear and achievable objectives, the active participation of all levels of the organization and the use of analytical and predictive tools.

##### Establishing Clear and Achievable Objectives

Objectives are action guides for the entire organization, defining what it seeks to achieve in a given period. The clarity and feasibility of these goals are crucial because:

* Clarity: Ensures that everyone in the organization understands where the organization is going and what is expected of them. This reduces ambiguity and aligns individual and team efforts toward common goals.
* Achievable: Objectives must be realistic and achievable within the resources and time available. This motivates staff, as unattainable goals can lead to frustration and decreased morale.

To define these objectives, organizations must carry out a comprehensive analysis of their internal capabilities and the external environment. Tools such as SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis can be useful in this process, helping to identify both internal capabilities and external factors that can influence the achievement of objectives.

##### Active Participation of All Levels of the Organization

Active employee participation in the planning process has multiple benefits:

* Commitment: Participation in defining objectives and developing plans increases the commitment and motivation of employees, since they feel part of the process and valued by the organization.
* Broad Perspective: Employees at different levels and areas of the organization bring unique perspectives, which enriches the planning process by considering multiple facets of organizational operation.
* Effective Implementation: Early involvement in the planning process facilitates smoother and more effective implementation of plans, as employees better understand the objectives and the steps necessary to achieve them.

Encouraging this participation may require developing effective communication channels, as well as creating spaces for dialogue and collaboration in the planning process.

##### Use of Analytical and Predictive Tools

In a business environment characterized by rapid and often unpredictable change, the ability to anticipate and proactively adapt to these changes is essential. Analytical and predictive tools play a key role in this aspect:

* Data Analysis: The collection and analysis of internal and external data allows organizations to gain a clear view of their current performance, as well as market trends and changes in consumer behavior.
* Predictive Tools: Artificial intelligence and machine learning technologies can help forecast future trends and possible scenarios, allowing organizations to better prepare for what is to come.
* Scenario Simulation: Simulating different scenarios helps organizations plan how they would respond to different situations, from crises to unexpected opportunities, allowing them to develop contingent plans.

Integrating these tools into the planning process not only improves the organization's ability to respond to change but also enables more dynamic and adaptive management of resources.

Planning in the new administrative management system represents a holistic and proactive approach to goal setting and decision making. By focusing on the clarity and achievability of objectives, promoting active participation at all levels of the organization, and using advanced analytical and predictive tools, organizations can significantly increase their ability to navigate a changing environment, maximizing their effectiveness and ensuring its long-term sustainability.

### Organization

#### Integration of pre-existing systems:

General principles of administration (Fayol): The organization must be structured around the division of labor, authority and responsibility, ensuring clarity of tasks and effective communication.

Bureaucratic organization (Weber): Although criticized for its rigidity, Weber's attention to formalization and hierarchical structure provides a basis for stability and predictability.

#### Proposed development:

The organization process within the framework of a modern administrative management system is essential for the success and adaptability of any company in the face of the challenges of the 21st century. This process should not only establish how tasks are distributed and resources are allocated, but also how organizational structures are designed to respond effectively to changes in the environment. Next, the concept of designing flexible structures, promoting a culture of open and horizontal communication, and its importance for collaboration and innovation is developed.

##### Design of Flexible Structures

Flexible organizational structures are characterized by their ability to adapt to new needs and situations quickly and efficiently. To achieve this, it is essential:

* Decentralization: Reduce the organizational hierarchy to streamline decision-making and bring it closer to those who are in direct contact with customers or production. This allows for a faster response to changes and fosters a sense of ownership and responsibility among employees.
* Multifunctional Teams: Promote the creation of teams that cross traditional department boundaries, combining skills and knowledge from different areas. This improves problem solving and innovation by bringing together diverse perspectives to tackle complex projects.
* Organizational Adaptability: Implement systems that allow rapid reconfiguration of structures and processes in response to changing market demands or unexpected opportunities.

##### Promotion of a Culture of Open and Horizontal Communication

A culture of open and horizontal communication is vital to the success of flexible structures, as it facilitates the flow of information and ideas through all levels of the organization. This can be encouraged by:

* Two-Way Communication Channels: Establish channels that not only allow the dissemination of information from top management down, but also enable feedback and ideas from the bottom up to the organization's leadership.
* Transparency: Encourage an open-door policy where decision-making is transparent and employees feel comfortable sharing their opinions and ideas without fear of retaliation.
* Collaborative Tools: Use technology that promotes real-time collaboration, such as project management platforms and communication tools, to keep everyone informed and engaged.

##### Facilitation of Collaboration and Innovation

The combination of flexible structures and a culture of open communication creates an environment conducive to collaboration and innovation. This manifests itself in several ways:

* Open Innovation: Encourage employees to look for ideas outside organizational boundaries, collaborating with customers, suppliers, and even competitors to find innovative solutions to common problems.
* Collaborative Workspaces: Design physical and virtual spaces that promote casual interaction and impromptu meetings, where ideas can emerge and develop organically.
* Recognition and Reward: Establish recognition systems that value individual and team contributions to innovation and continuous improvement, thus encouraging active participation in these processes.

The organization process within a new administrative management system must focus on the design of flexible organizational structures that can quickly adapt to changes without sacrificing clarity in responsibilities. At the same time, it must promote a culture of open and horizontal communication, which facilitates collaboration and encourages innovation. These practices not only improve the organization's responsiveness and competitiveness, but also contribute to a more dynamic, inclusive and motivating work environment for all employees.

### Address

#### Integration of pre-existing systems:

Human Relations Theory (May): Highlights the importance of interpersonal relationships and employee well-being, which can significantly improve motivation and performance.

Theory Z (Ouchi): Emphasizes cooperation, loyalty and employee participation, key elements for effective management.

#### Proposed development:

Leadership, within the framework of the new administrative management system, assumes a central role not only in conducting daily operations but also in building an organizational culture that is resilient, innovative and adaptive. To achieve this, leadership must embody certain essential qualities and practices that facilitate an environment where all members of the organization feel motivated and inspired to contribute to the best of their abilities. The following details how this dynamic leadership can be developed and its implications for the organization.

##### Foster an Inclusive and Participatory Environment

The new administrative management system promotes leadership that values ​​and actively seeks inclusion and participation. This implies:

* Diversity and Inclusion: Create an environment where diversity is seen as a strength. This means recognizing and valuing individual differences, whether cultural, gender, age or abilities, and considering them as an asset that enriches decisions and processes.
* Open Door Culture: Establish communication policies and practices that encourage employees to express their ideas, concerns and suggestions without fear of retaliation. This includes offering communication channels that are accessible and effective for all levels of the organization.

##### Motivation and Inspiration towards Common Goals

Dynamic leadership not only directs, but inspires. This is achieved by:

* Shared Vision: Develop and communicate a clear and compelling vision of what the organization aspires to be or achieve. This vision must resonate with the values ​​and aspirations of employees, motivating them to work towards achieving common goals.
* Recognition and Empowerment: Recognize and celebrate achievements, both individual and collective, fostering a sense of achievement and belonging. Additionally, empower employees by giving them autonomy to make decisions in their areas of responsibility, which encourages initiative and innovation.

##### Promotion of Collaboration and Teamwork

The synergy of teamwork is fundamental in the new management system. To cultivate it, leadership must:

* Encourage Collaboration: Create structures and processes that facilitate the exchange of information and cooperation between teams and departments. This may include implementing technological tools that facilitate remote collaboration and designing workspaces that promote interaction.
* Resolve Conflicts Constructively: Establish conflict resolution mechanisms that focus on dialogue and mutual understanding. Leaders must act as mediators, helping the parties find solutions that are beneficial to all.

##### Continuous Leadership and Employee Development

Dynamic leadership is also characterized by its commitment to personal and professional growth:

* Training and Development: Invest in training and development programs for leaders and employees, ensuring that skills and knowledge are up-to-date and relevant to current and future challenges.
* Mentoring and Coaching: Establish mentoring and coaching programs to support the development of leadership skills at all levels of the organization, from newcomers to senior executives.

Conclusion

In the new administrative management system, leadership is a catalyzing force for change, innovation and growth. By fostering an inclusive, participatory and collaboration-oriented work environment, leaders can motivate and inspire employees toward the achievement of common goals, thereby maximizing the organization's individual and collective potential. This dynamic approach to leadership not only improves performance and job satisfaction but also ensures the adaptability and sustainability of the organization in a constantly evolving business environment.

### Control

#### Integration of pre-existing systems:

Scientific Management (Taylor): The importance of monitoring and controlling standards to ensure efficiency and productivity.

Total quality management (TQM): Focus on continuous improvement and quality control can be integrated for more holistic and effective monitoring.

#### Proposed development:

The control process in the new administrative management system plays a critical role in ensuring that the organization remains aligned with its strategic and operational objectives. This process not only involves monitoring activities to ensure that established plans are being met, but also incorporates the ability to react dynamically to any variations, adapting strategies as necessary. Next, this concept is widely developed, emphasizing the importance of monitoring and evaluation systems, the integration of feedback from all areas, and the promotion of continuous adjustments and improvements.

##### Monitoring and Evaluation Systems

To achieve effective control, it is essential to implement robust monitoring and evaluation systems that allow:

* Real-Time Monitoring: Use advanced technologies for real-time monitoring of critical operations and activities. This can include project management software, ERP (Enterprise Resource Planning) systems, and data analysis platforms that facilitate visibility of processes throughout the organization.
* Key Performance Indicators (KPIs): Define and monitor key performance indicators that are relevant to the strategic and operational objectives of the organization. KPIs should be Specific, Measurable, Achievable, Relevant and Time-sensitive (SMART) to facilitate an objective assessment of progress.

##### Integration of Feedback from All Areas

A fundamental aspect of the control process is the integration of feedback from all areas and levels of the organization. This implies:

* Effective Communication Channels: Establish mechanisms that allow fluid and two-way communication, ensuring that feedback from employees, customers and other interested parties is considered in the evaluation process.
* Continuous Feedback Culture: Promote an organizational culture that values ​​and encourages continuous feedback as a learning and improvement tool. This may involve regular review sessions, satisfaction surveys, and suggestion systems open to all members of the organization.

##### Promotion of Constant Adjustments and Improvements

The control process must be dynamic, allowing not only the identification of deviations but also the implementation of adjustments and improvements on a continuous basis. This requires:

* Organizational Agility: Develop the organization's ability to quickly adapt to internal and external changes, making adjustments to processes, strategies and action plans as necessary.
* Change Management: Implement effective change management practices to ensure that adjustments and improvements are adopted effectively throughout the organization. This includes clearly communicating the reasons and benefits for the changes, providing necessary training, and supporting employees during the transition process.
* Continuous Improvement Cycles: Adopt a continuous improvement approach, using methodologies such as PDCA (Plan, Do, Check, Act) or Six Sigma, to systematically identify optimization opportunities and apply improvements to organizational processes and practices.

The control process in the new administrative management system is essential to keep the organization focused and aligned with its goals, facilitating the early detection of deviations and the timely implementation of corrections. By integrating advanced monitoring and evaluation systems, fostering a culture of continuous feedback, and promoting constant adjustments and improvements, organizations can significantly increase their efficiency, effectiveness, and ability to adapt to an ever-changing business environment. This dynamic approach to the control process ensures not only the achievement of short-term objectives but also the long-term sustainability and success of the organization.

In conclusion, the core of basic processes of the new administrative management system represents an advanced synthesis of historical principles and contemporary innovations in management. By integrating these elements, we seek to create a system that is not only effective in terms of operational and financial results, but is also resilient, adaptable and capable of promoting a positive and productive work environment.

## Adaptive modules

To develop the adaptable modules of the new administrative management system, we can draw inspiration from the theories and practices of pre-existing management systems, adapting them to be flexible and customizable to the specific needs of each organization. Each module should incorporate best practices and principles from relevant theories, ensuring they can be adjusted to different contexts and organizational scales.

### Human resources management

#### Integration of pre-existing systems:

Human Relations Theory (May): Emphasizes the importance of considering social and psychological aspects in the workplace, promoting worker satisfaction and well-being.

Theory Z (Ouchi): It is based on loyalty, trust and active participation of employees, emphasizing a more inclusive and participatory approach to personnel management.

#### Proposed development:

The human resources management module within the new administrative management system represents a cornerstone in promoting a work environment that not only aspires to efficiency and productivity, but also cares deeply about well-being, motivation, and professional growth. of its employees. This module, by focusing on advanced work practices, seeks to establish a virtuous cycle where employee satisfaction and development drive organizational performance, which in turn fosters greater engagement and satisfaction. This concept is further developed below, outlining its key components and how these can be implemented effectively.

##### Dynamic Feedback Systems

Feedback is essential for growth and continuous improvement at both the individual and organizational levels. A dynamic feedback system involves:

* Frequency and Timeliness: Go beyond annual appraisals to incorporate regular feedback sessions that allow employees to adjust their performance in a timely and ongoing manner.
* Bidirectionality: Ensure that feedback not only flows from superiors to employees, but that upward and peer feedback is also encouraged, creating an environment of open communication and trust.
* Specificity and Constructiveness: Guide feedback so that it is specific, based on observable behaviors, and that offers clear recommendations for growth, avoiding generalizations or destructive criticism.

##### Growth-Based Performance Assessment

Performance evaluation should be an enriching process that focuses on personal and professional development, rather than being limited to a review of achievement of objectives. This may include:

* Personalized Development Objectives: Integrate into performance evaluations objectives that are personalized for each employee, based on their career aspirations and development needs.
* Focus on Strengths: Although it is important to address areas for improvement, evaluations should place equal or greater emphasis on identifying and enhancing each individual's strengths.
* Clear Action Plans: Each evaluation must culminate in a concrete action plan that details the steps to follow for the employee's development, including resources, suggested training, and monitoring objectives.

##### Adapted Training and Development Programs

To effectively support employees' personal and professional growth, training and development programs should be:

* Personalized and Flexible: Offer learning paths that fit individual development needs, recognizing that employees have different learning styles, interests and career goals.
* Accessible and Continuous: Use online learning platforms to offer flexible access to training programs, allowing employees to develop at their own pace and according to their availability.
* Integrated with the Professional Career: Align training programs with professional trajectories within the organization, so that the development of skills and knowledge translates directly into opportunities for advancement and growth within the company.

By promoting work practices that emphasize motivation, satisfaction and professional development, this module becomes a key driver for creating a positive and productive work environment. Dynamic feedback systems, growth-oriented performance appraisals, and adaptive training and development programs are critical to this end. Implemented effectively, these components not only improve the employee work experience but also boost organizational performance, creating a virtuous cycle of growth and shared success.

### Finance Management

#### Integration of pre-existing systems:

Scientific Management (Taylor): Although focused on operational efficiency, its principles can be applied to financial management in terms of maximizing the efficiency of financial resources.

Management by Objectives (Drucker): Defining clear financial objectives and measuring progress toward these objectives are fundamental to effective financial management.

#### Proposed development:

The financial management module in the new administrative management system is essential to ensure the viability and sustained growth of the organization. This module must be designed to comprehensively address financial planning, investment analysis, risk management and budget control, adapting to the particularities and specific needs of each organization. The following details how this concept can be developed to provide a holistic and strategic approach to financial management.

##### Strategic Financial Planning

Strategic financial planning is the process of defining long-term financial objectives and developing plans and policies to achieve them. This aspect of the module must:

* Scenario Analysis: Incorporate tools for the analysis of different economic and financial scenarios, allowing the organization to anticipate possible changes in the economic environment and adjust its financial strategies accordingly.
* Long-Term Objectives: Facilitate the definition of financial objectives aligned with the organization's general vision and strategy, such as market expansion, innovation in products or services, or sustainability.
* Action Plans: Develop detailed action plans that include resource allocation, schedules and responsibilities, ensuring effective implementation of financial strategies.

##### Investment Analysis

Investment analysis focuses on evaluating the viability and potential return of different investment options. This component must:

* Opportunity Evaluation: Provide tools for the comprehensive evaluation of investment opportunities, including cost-benefit analysis, risk assessment and estimation of expected returns.
* Decision Support: Provide data-driven analysis and recommendations to support informed decisions about where and how to invest the organization's resources.
* Investment Monitoring: Include systems for continuous monitoring and evaluation of investments made, ensuring that they are aligned with the financial and strategic objectives of the organization.

##### Risk management

Risk management involves the identification, evaluation and mitigation of financial risks facing the organization. This module element must:

* Risk Identification: Use analytical tools to identify possible financial risks, such as market fluctuations, regulatory changes or failures in investment projects.
* Mitigation Strategies: Develop and apply mitigation strategies to minimize the impact of identified risks, which may include diversification of investments, insurance or financial reserves.
* Continuous Monitoring: Establish a continuous monitoring process that allows detecting new risks and evaluating the effectiveness of the mitigation strategies implemented.

##### Budget Control

Budget control refers to the process of monitoring and controlling the organization's income and expenses in relation to the established budget. This component must:

* Monitoring Tools: Provide dynamic tools for real-time monitoring of income and expense flows, comparing them with planned budgets.
* Deviation Analysis: Facilitate the identification and analysis of budget deviations, allowing a clear understanding of the causes and the implementation of corrective actions.
* Budget Flexibility: Allow adjustments to the budget in response to changes in the organization's operational or strategic environment, maintaining financial control without sacrificing adaptability.

##### Personalization and Adaptability

Finally, this module must offer a high degree of customization and adaptability to adjust to the specificities of each organization's economic environment and its long-term objectives. This implies:

* Customizable Configuration: Allow organizations to configure the module according to their own financial structures, processes and strategic needs.
* Data Integration: Facilitate the integration of financial data from different sources and systems within the organization, ensuring a holistic and coherent view of the financial situation.
* Evolution with the Organization: Ensure that the module can evolve and adapt as the organization's financial needs and objectives change, providing a sustainable tool for strategic financial management.

The financial management module in the new administrative management system must be a comprehensive and strategic instrument that provides organizations with the necessary capabilities to plan, analyze, manage and control their finances effectively, allowing informed decision making and maximization of long-term organizational value.

### Operation management

#### Integration of pre-existing systems:

Systems Theory (von Bertalanffy): Considers the organization as a set of interrelated processes, emphasizing efficiency and effectiveness in all operations.

Process management: Focuses on the continuous improvement of business processes to increase operational efficiency.

#### Proposed development:

The operations management module in the new administrative management system represents an essential component to ensure the efficiency, effectiveness and sustainability of organizational processes, both in the production of goods and in the provision of services. This module must be designed to comprehensively address the optimization of operational processes, supply chain management, quality assurance and the incorporation of sustainable practices. Below, how this module can be structured and the principles it should promote are broadly developed.

##### Optimization of Production Processes and Service Provision

The basis of any successful operation lies in its ability to execute production or service delivery processes efficiently and effectively. This module must:

* Process Mapping and Analysis: Offer tools for detailed process mapping, allowing organizations to identify bottlenecks, redundancies or inefficiencies.
* Lean and Six Sigma Management: Integrate Lean and Six Sigma management principles and practices for waste elimination and quality improvement.
* Technology and Automation: Facilitate the evaluation and implementation of advanced technologies and automation solutions that can improve process efficiency.

##### Supply chain management

Effective supply chain management is vital to ensure material availability, production continuity and timely delivery to customers. This module must:

* Supplier Integration: Promote tight integration with suppliers, including shared information systems for better forecasting, planning and replenishment.
* Risk Management: Implement risk management strategies for the supply chain, including supplier diversification and contingency planning.
* Sustainability in the Supply Chain: Promote sustainable practices, ensuring that suppliers comply with environmental and social standards.

##### Quality and Sustainability

Ensuring the quality of products or services and promoting environmental and social sustainability are critical components for long-term success. This module must:

* Quality Management Systems: Incorporate quality management systems that follow international standards, such as ISO 9001, for continuous quality monitoring and improvement.
* Environmental and Social Impact Assessment: Offer tools to evaluate the environmental and social impact of operations, and promote practices that minimize the ecological footprint and improve community well-being.
* Circular Economy and Resource Efficiency: Promote the design of products and processes that support the circular economy, maximizing the reuse and recycling of materials and reducing resource consumption.

##### Continuous Improvement and Adaptability

The ability to quickly adapt to changes in demand, technology and production methods is essential to maintaining competitiveness. This module must:

* Continuous Improvement Culture: Promote an organizational culture that values ​​continuous improvement, encouraging employees to identify and act on optimization opportunities.
* Operational Flexibility: Design processes that are flexible and capable of adapting to changes in demand or market conditions, using strategies such as lean production or mass customization.
* Monitoring Trends and Emerging Technologies: Maintain a technological surveillance system that allows for the rapid identification and evaluation of new technologies or methods that could improve operations.

The operations management module in the new administrative management system must be a fundamental pillar that supports the operational efficiency, quality, sustainability and innovation capacity of the organization. By focusing on process optimization, effective supply chain management, quality assurance and the incorporation of sustainable practices, this module should allow organizations to not only adapt to changes in the environment but also lead in creating of long-term value for all its stakeholders.

### Marketing Management

#### Integration of pre-existing systems:

Systemic Approach Theory (1970): Integration of various administrative theories to consider the organization as a global system, including marketing as an essential component that interacts with the environment.

Innovation Management: Focuses on the adoption of new ideas, which is crucial for the development and execution of effective marketing strategies.

#### Proposed development:

The marketing module in the administrative management system must be a comprehensive and adaptable tool that enables organizations to effectively navigate today's complex market landscape. By focusing on key aspects such as market analysis, product development, promotion, distribution and sales, this module should enable companies to respond proactively and strategically to changing market dynamics and consumer expectations. Below we detail how this module can be developed to encourage innovation, creativity and adaptability, whilst ensuring that it is based on sound management principles and contemporary practices.

##### Market analysis

Market analysis should be the starting point, providing companies with a clear understanding of their competitive environment, emerging trends, consumer needs and growth opportunities. To achieve this, the module should:

* Integrate advanced data analysis and machine learning tools to process large volumes of information, identify patterns and forecast trends.
* Facilitate the conduct of primary and secondary market research, allowing companies to collect direct insights from consumers and monitor the competition.

##### Product development

Based on the insights from the market analysis, the module must support the development of products that satisfy the needs and expectations of consumers. This implies:

##### Promote an iterative and agile approach to product development, allowing rapid adaptations based on market feedback.

##### Integrate project management and collaboration tools to facilitate multidisciplinary teamwork and innovation in new product development.

##### Promotion and Distribution

Effective promotion and a well-planned distribution strategy are crucial to the success of any product or service. The module should:

* Offer solutions for omnichannel management, ensuring a coherent brand presence at all customer contact points, from digital platforms to physical stores.
* Include marketing automation and CRM tools to personalize communications and strengthen customer relationships.
* Provide detailed analysis of campaign performance and the effectiveness of distribution channels, allowing strategic adjustments based on data.

##### Sales

Maximizing sales requires a combination of effective pricing, promotion and distribution strategies, along with a focus on customer experience. The module should:

* Integrate sales management systems that allow real-time monitoring of the sales funnel, optimization of lead management and conversion analysis.
* Promote consultative selling practices and value-based selling solutions, highlighting the importance of understanding and satisfying customer needs.

##### Creativity and innovation

To differentiate themselves in saturated markets, organizations must inject creativity and innovation into all their marketing strategies. The module must:

* Facilitate experimentation with new promotion and communication ideas, including content marketing, augmented reality, and immersive brand experiences.
* Promote a test and learn approach, allowing companies to innovate safely, measuring the impact of new tactics and adjusting strategy accordingly.

##### Flexibility and Foundation on Solid Principles

The key to the effectiveness of this module lies in its flexibility and its foundation in proven management practices. It should allow organizations to:

* Quickly adapt to changes in the business environment, technology and consumer preferences, thanks to a modular and scalable architecture.
* Make informed and strategic decisions based on data analysis and a deep understanding of consumer behavior and market dynamics.

By designing this marketing module with a focus on adaptability, innovation and creativity, and grounding it in sound management principles and contemporary practices, organizations can ensure that they are well equipped to meet the challenges of today's market, take advantage of new opportunities and achieve sustainable growth.This new administrative management system would have a number of advantages, including:

* It would be more flexible and adaptable to changes.
* It would be more efficient and effective in the use of resources.
* It would encourage innovation and creativity.
* It would be more inclusive and respectful of diversity.

## Beginning

### Flexibility and adaptability

This new system is based on the principles of flexibility and adaptability. These principles are essential so that organizations can respond to changes in the environment and the needs of their customers.

The core of basic processes provides a solid foundation for any organization. These processes are critical to efficiency and effectiveness. Adaptive modules allow organizations to customize the system to meet their specific needs.

### Efficiency and effectiveness

This new system is also based on the principles of efficiency and effectiveness. These principles are essential to the success of any organization.

The core core processes are designed to be efficient and effective. These processes are well defined and documented, making them easy to implement and monitor. Adaptive modules can also be designed to be efficient and effective.

### Innovation

This new system also encourages innovation. Innovation is essential to the success of any organization in a changing environment.

The core core processes are designed to foster innovation. These processes are open to new ideas and approaches. Adaptive modules can also be designed to encourage innovation.

### Inclusion

This new system is also inclusive and respectful of diversity. Inclusion is essential to the success of any organization in a globalized world.

The core core processes are designed to be inclusive. These processes are accessible to all people, regardless of their origin or training.

Implementing this new system would require considerable effort, but the potential benefits would be significant. This system could help organizations achieve their objectives with greater efficiency, effectiveness and innovation.

The new administrative management system proposed in this essay is only a preliminary idea. It needs to be further developed and tested to evaluate its effectiveness. However, it has the potential to revolutionize the way organizations are managed.

## Feature Advantages

### Flexibility and adaptability to changes

The adoption of a modular structure in the administrative management system represents a strategic approach designed to maximize organizational agility and resilience. This configuration allows companies to adapt and respond effectively to a broad spectrum of changes in the business environment, including market fluctuations, technological advances, regulatory changes, and evolving consumer expectations. Next, we explore how this modular structure benefits organizations in terms of adaptability, resilience, and responsiveness.

#### Flexibility and Adaptation

Adaptability to Market Changes: In a business environment characterized by volatility, an organization's ability to quickly adapt its operations and strategies is crucial. The modular structure allows specific components of the management system to be adjusted or reconfigured without disturbing the overall functioning of the organization. This is especially valuable in situations where it is necessary to respond to unforeseen changes in demand, introduce new products or services, or adapt to disruptive innovations.

Compliance with New Regulations: Regulations and regulations can change relatively frequently, varying significantly between regions and sectors. A modular structure makes it easy to update specific policies and processes to ensure regulatory compliance without the need for a complete system overhaul.

#### Greater Resilience

Crisis Recovery Capacity: Business resilience refers to an organization's ability to resist, absorb and recover from the effects of a crisis. Modular systems allow companies to quickly isolate and address negative impacts in specific areas of their operation, minimizing the ripple effect to other parts of the organization and allowing for more agile recovery.

Risk Management: By being able to adjust individual modules as needed, organizations can implement more effective risk management strategies. This includes the ability to make operational changes that mitigate specific risks identified through continuous analysis of the internal and external environment.

#### Enhanced Responsiveness

Innovation and Experimentation: The modular structure encourages innovation by allowing organizations to experiment with new approaches in selected areas without risking the integrity of their core operations. This may include testing new business models, marketing techniques or production methods in a controlled environment.

Customization to Organizational Needs: Every organization has its own unique needs, challenges and objectives. Modular systems allow extensive customization, ensuring that each system component is aligned with the organization's specific requirements and contributes effectively to the achievement of its strategic objectives.

In summary, adopting a modular structure in the administrative management system offers organizations a significant competitive advantage in today's dynamic business environment. By enabling easy adaptation to change, ensuring greater resilience and improving responsiveness, organizations can effectively navigate uncertainty, seize new opportunities and sustain their long-term growth. This inherent flexibility ensures that organizations not only survive but thrive, regardless of the challenges they face.

### Efficiency and effectiveness in the use of resources

The focus on efficiency and effectiveness within the administrative management system represents a cornerstone for achieving organizational objectives in a sustainable and profitable manner. By optimizing the use of available resources – financial, human and material – organizations can maximize their performance and minimize waste, thus ensuring a competitive advantage in the market. This concept is developed through the implementation of effective planning and control strategies that guide the allocation and utilization of resources. Below we detail how this approach translates into concrete practices.

#### Resource Optimization

Resource Analysis: Begins with a thorough analysis of available resources, identifying their capacity, limitations and associated costs. This analysis allows for a deep understanding of how these resources can be best leveraged to meet strategic and operational objectives.

Strategic Allocation: The allocation of resources is carried out strategically, based on clear priorities and defined objectives. This involves deciding how resources will be distributed between different areas, projects and activities, ensuring that those with the greatest potential for impact receive the necessary investment.

#### Effective Planning

Establishing Clear Objectives: Effective planning begins with defining clear and measurable objectives. These objectives provide direction and a framework for resource allocation and subsequent activities.

Preparation of Detailed Plans: Detailed plans are developed that describe how the objectives will be achieved. These plans include specific strategies, tactics, deadlines and responsibilities, ensuring that all aspects of the operation are aligned and focused towards the same ends.

#### Effective Control

Monitoring and Evaluation: Monitoring and evaluation systems are implemented to track progress toward objectives and resource use. This allows early detection of deviations or inefficiencies, facilitating timely corrections.

Dynamic Adjustments: The control process includes the ability to make dynamic adjustments to planning and resource allocation in response to internal or external changes. This ensures that the organization remains agile and can adapt to new circumstances without compromising its goals.

#### Benefits of Resource Optimization

Improved Profitability: By maximizing efficiency and effectiveness in the use of resources, organizations can improve their profitability by reducing unnecessary costs and focusing investment where it generates the most impact.

Sustainability: Careful management of resources contributes to the sustainability of the organization, minimizing waste and ensuring that resources are used responsibly.

Competitiveness: The ability to do more with less allows organizations to stay competitive, even in challenging market environments, by delivering high-quality products or services more efficiently than their competitors.

Focusing on efficiency and effectiveness in the administrative management system and optimizing the use of available resources are essential practices for the long-term success and sustainability of any organization. Through effective planning and control, organizations not only ensure the achievement of their objectives, but also establish a solid foundation for growth, innovation and competitiveness in today's dynamic business environment.

### Promotion of Innovation and Creativity

Incorporating an inclusive structure into the administrative management system is presented as a revolutionary approach towards fostering an environment that naturally stimulates innovation and creativity. This structure, characterized by its adaptability and modularity, enables an unprecedented exploration of new ideas and approaches, paving the way towards innovative solutions and creative strategies in the face of organizational challenges. Below we detail how this approach can transform the landscape of management and organizational development.

#### Fostering an Inclusive Environment for Innovation

Diversity of Thought: An inclusive structure values ​​and promotes diversity of thought, bringing together individuals from different disciplines, cultures and backgrounds. This melting pot of perspectives encourages a more holistic and creative approach to solving problems, as each member brings her unique set of experiences and knowledge.

Multidisciplinary Collaboration: Inclusivity in the organizational structure facilitates collaboration between departments and specialties, breaking down traditional silos that often limit innovation. This cross-functional collaboration allows ideas to intersect and combine in unexpected ways, leading to disruptive innovations.

#### Adaptability of Modules as a Catalyst of Creativity

Facilitated Experimentation: The adaptable nature of the modules within the system allows organizations to experiment with new ideas and approaches with minimized risk. By being able to adjust, expand or modify specific modules without disrupting overall operation, companies can test innovations in real time and in controlled environments.

Agile Response to Change: Adaptability also means that organizations can respond more agilely to changes in the market, technology or consumer preferences. This ability to pivot quickly not only keeps organizations competitive but also stimulates a continuous cycle of innovation, as teams are motivated to anticipate and lead change rather than simply react to it.

#### Results of Innovation and Organizational Creativity

Innovative Solutions: The intersection of diverse perspectives and the ability to experiment leads to solutions that can be radically innovative or markedly improved compared to existing approaches. These solutions can encompass new products and services, more efficient internal processes, or transformative business models.

Creative Strategies for Organizational Challenges: Organizational challenges, whether internal such as improving employee satisfaction and operational efficiency, or external such as adapting to a changing competitive landscape, can be addressed with creative strategies born from an inclusive and adaptive decision-making process. .

The inclusive and adaptable structure of the administrative management system not only represents a strategic approach for the effective use of resources and operations management but also stands as a fundamental pillar for fostering an environment conducive to innovation and creativity . By enabling experimentation with new ideas and approaches, and facilitating diverse, multidisciplinary collaboration, organizations can discover innovative solutions and develop creative strategies that position them favorably for organizational and market challenges. This approach not only enhances competitiveness and long-term growth, but also cultivates a vibrant, dynamic and future-oriented organizational culture.

### Inclusivity and Respect for Diversity

The conscious integration of diversity in the design of an administrative management system is a progressive strategy that reflects the recognition of the complexity and variability of the modern business environment. This approach actively promotes inclusion and respect for differences, basing its operation on the premise that there is no single model that universally serves all organizations. By adapting to the specific needs of each organization and taking into account the varied contexts in which they operate, the system ensures its relevance and effectiveness in a wide range of scenarios. Next, we explore how this principle enriches the system and its implications for organizational management.

#### Promotion of Inclusion and Respect for Differences

Reflection of Global Society: Organizations operate in an increasingly interconnected global market, where cultural, social and economic diversity is the norm. A system that promotes inclusion and respect for differences is better equipped to navigate this complex landscape, building bridges between diverse perspectives and fostering a respectful and collaborative work environment.

Innovation Through Diversity: By valuing and utilizing different perspectives and experiences, organizations can drive innovation and creativity. Diversity of thought is a catalyst for the development of new ideas, solutions to problems and creative approaches to organizational challenges.

#### Adaptability to the Specific Needs of Each Organization

Operational Flexibility: Each organization has its own set of values, strategic objectives and operational challenges. A system designed with the flexibility to adapt to these specificities allows for more effective implementation and operation, aligning its processes and modules with the unique needs and priorities of the organization.

Custom Configuration: By offering customized configuration options, the system allows organizations to adjust its functionalities to optimally address their operational, strategic and cultural requirements. This includes the ability to integrate sector-specific management practices, comply with local regulations and meet cultural expectations.

#### Addressing Various Operational Contexts

Contextual Sensitivity: Organizations operate within varied contexts, influenced by geopolitical, economic and cultural factors. A system that recognizes and adapts to these contexts can provide more relevant and effective solutions, ensuring that management strategies are appropriate and respectful of the organization's operating environment.

Scalability and Evolution: The system must be able to scale and evolve along with the organization, adapting not only to its growth but also to changes in its operating environment. This ensures that the system remains relevant and useful over time, supporting the sustainable development of the organization.

An administrative management system that incorporates diversity into its design not only fosters a more inclusive and respectful environment within organizations but also offers the flexibility and adaptability necessary to meet the unique challenges and varied contexts in which they operate. This approach promotes more effective and empathetic management, recognizing the richness that diversity brings to the business environment and the importance of customizing management solutions to meet specific needs and address diverse contexts. In doing so, the system positions itself as a valuable tool for organizations seeking to not only survive but thrive in today's dynamic global landscape.

## Practical Applications of the New System:

### Manufacturing company

The practical application of a modular and flexible administrative management system in the context of a manufacturing company offers a comprehensive view of how adaptability and customization can lead to greater efficiency, safety and sustainability. This approach not only addresses the daily operations and unique challenges that manufacturing companies face, but also promotes continuous improvement and the ability to respond nimbly to changing market demands and regulatory requirements. Below we detail how this concept can be developed into specific practices within a manufacturing company.

#### Production management

The basic process core, dedicated to production management, ensures that manufacturing operations are carried out efficiently and effectively. This includes:

* Production Planning: Use of advanced tools for production scheduling, optimization of facility capacity and minimization of downtime.
* Process Control: Implementation of real-time control systems to monitor production performance, identify bottlenecks and apply corrections in real time.
* Automation and Robotics: Integration of technological solutions to automate repetitive tasks, improve precision and reduce dependence on labor in critical processes.

#### Supply chain management

An efficient supply chain is vital to the success of manufacturing companies. Adaptive modules can facilitate:

* Inventory Optimization: Implementation of inventory management systems that balance the availability of materials with production demand, reducing excess stock and avoiding stoppages due to lack of supplies.
* Supplier Relations: Development of collaborative platforms for effective communication with suppliers, improving the reliability of deliveries and the quality of materials.
* Tracking and Traceability: Use of technology to track products throughout the supply chain, guaranteeing transparency and facilitating the response to possible quality problems or market recalls.

#### QA

Maintaining high quality standards is essential. Integrated quality control systems can:

* Automated Inspections and Testing: Implement automated systems for product inspection and testing, ensuring that all items meet quality standards before distribution.
* Data Analysis for Continuous Improvement: Use data analysis to identify trends and areas of improvement in manufacturing processes, contributing to the reduction of defects and increasing customer satisfaction.

#### Logistics Management

Efficiency in product distribution is critical to meeting customer expectations. This may include:

* Transportation Management Systems: Optimize delivery routes and select the most efficient and economical transportation methods.
* Warehouse Automation: Incorporate robotic solutions for warehouse management, improving the precision of picking and packing and the speed of order preparation.

#### Security management

Workplace safety is a priority to protect employees and avoid operational disruptions. This requires:

* Safety Training Programs: Develop and execute regular training programs for employees, focusing on safe work practices and proper use of equipment.
* Incident Monitoring and Response: Implement systems for continuous monitoring of working conditions and rapid response to incidents, minimizing health and safety risks.

#### Sustainability Management

Sustainability has become a strategic imperative for companies seeking to minimize their environmental impact. Internships may include:

* Environmental Impact Assessments: Perform product life cycle analysis to identify and mitigate negative environmental impacts at all stages of production.
* Renewable Energy and Energy Efficiency: Adopt renewable energy technologies and improve energy efficiency in manufacturing operations.
* Recycling and Circular Economy: Implement recycling and reuse programs for materials and promote circular economy principles in product design.

By integrating these approaches into its administrative management system, a manufacturing company not only improves its operational efficiency and its capacity for innovation, but also strengthens its commitment to safety, quality and sustainability, ensuring its long-term success in a increasingly competitive and environmentally conscious market.

### Nonprofit organization

The application of a modular and adaptable administrative management system in non-profit organizations (NPOs) is essential to maximize their social impact and ensure operational efficiency. Given the particularities of these organizations, such as dependence on donations and volunteerism, and the need to effectively manage resources to fulfill their missions, adaptability and customization are crucial. Below are specific practices focused on strategic planning, fundraising, program management, volunteers and communications, all designed to strengthen community engagement and improve visibility.

#### Strategic planning

The core of basic processes in an NPO must include solid strategic planning that:

* Define the Mission and Vision: Clarify and communicate the fundamental purpose of the organization and its long-term direction.
* Set Clear Objectives: Determine specific, measurable, achievable, relevant and temporal (SMART) objectives that guide action and resource allocation.
* Develop Implementation Strategies: Plan how to achieve the proposed objectives by identifying key activities, assigning resources and establishing schedules.

#### Fund accounting

Raising funds is vital for the sustainability of NPOs. Adaptive modules can facilitate:

* Fundraising Campaigns: Develop and execute innovative and personalized campaigns, using both traditional and digital media to maximize reach.
* Donor Management: Implement systems for managing relationships with donors, which allow effective monitoring and communication, as well as the identification of opportunities for recurring or increased donations.
* Efficiency Analysis: Evaluate the return on investment of different fundraising strategies to optimize efforts and resources.

#### Program Management

Effective program management is critical to mission fulfillment. This requires:

* Monitoring and Evaluation: Establish performance indicators to evaluate the impact of programs and make adjustments based on feedback and results.
* Program Adaptability: Ability to modify programs in response to changes in community needs or the operating environment.

#### Volunteer Management

Volunteers are the heart of many NPOs. Effective volunteer management can:

* Optimize Participation: Develop systems to recruit, train and assign volunteers based on skills, interests and availability, improving the volunteer experience and the impact of their work.
* Encourage Retention: Implement recognition and development programs to keep volunteers engaged and motivated.

#### Communication Management

Effective communication is essential to strengthen visibility and encourage community participation. This includes:

* Comprehensive Communication Strategies: Use a mix of communication channels, including digital, to disseminate key messages, impact stories and engagement opportunities.
* Interaction with the Community: Foster a two-way dialogue with the community and beneficiaries to build solid relationships and collect valuable inputs for the improvement of programs and services.

#### Community Participation Management

Effectively involving beneficiaries and the broader community is essential to the success of NPOs. This can be achieved by:

* Community Participation Programs: Create and manage initiatives that directly involve the community in the planning, execution and evaluation of programs.
* Feedback and Collaboration: Establish mechanisms to collect and act on feedback from beneficiaries, ensuring that services and programs are relevant and valuable to those they are intended to serve.

By implementing these specific practices through a modular and adaptable management system, nonprofit organizations can ensure more efficient and effective management of their operations, improve fundraising, optimize volunteer and beneficiary participation, and ultimately , amplify its social impact.

### Local government

The application of a modular and adaptable administrative management system in the context of a local government offers a unique opportunity to improve the efficiency, effectiveness and responsiveness of public services. The adaptability of this system allows local governments to proactively respond to urban, social and security challenges, while encouraging more active citizen participation in governance. Specific practices focused on urban planning, public service management, public safety, emergency management and citizen participation are detailed below.

#### Urban planification

The core of basic processes in a local government must include effective urban planning that:

* Sustainable Development: Implement sustainable development principles to ensure that urban growth is managed in a way that balances economic, social and environmental needs.
* Infrastructure and Transportation: Plan and manage infrastructure and transportation in a way that promotes accessibility, reduces congestion, and supports sustainable mobility.
* Spatial Planning: Use spatial planning tools and geographic information systems (GIS) for informed decision making about land use, zoning and urban development.

#### Public Services Management

The efficient provision of public services is essential for the quality of life of citizens. Adaptive modules can facilitate:

* Resource Optimization: Implement systems for the efficient management of water, waste and energy, promoting sustainable practices and reducing environmental impact.
* Service Improvement: Use technology to improve service delivery, such as implementing electronic payment systems for public services or mobile applications to report municipal problems.
* Access to Social Assistance: Develop platforms that facilitate access to social assistance programs, ensuring that resources reach those who need them most.

#### Public Security Management

The safety of citizens is a priority for any local government. This may include:

* Surveillance and Response: Implement advanced surveillance systems and command and control centers for rapid response to security incidents.
* Crime Prevention: Develop crime prevention programs that involve the community, encouraging collaboration between police and citizens to improve public safety.
* Security Force Training: Ensure that security personnel are properly trained in modern incident prevention and response techniques.

#### Emergency Management

The ability to respond effectively to critical situations is vital. Local governments must:

* Emergency Plans: Develop and maintain updated emergency and disaster response plans, ensuring effective coordination between different agencies and levels of government.
* Early Warning Systems: Implement early warning and communication systems to quickly inform citizens of impending emergencies.
* Community Training: Promote training programs for the community in emergency preparedness, increasing citizen resilience in the face of natural disasters or crises.

#### Citizen participation

The inclusion of citizens in decision-making strengthens local democracy and improves the quality of public policies. This can be achieved by:

* Participation Platforms: Develop digital platforms that allow citizens to express their opinions, vote on important decisions and contribute ideas for community development.
* Community Councils and Forums: Establish councils and forums that facilitate direct dialogue between government officials and citizens, promoting transparency and accountability.
* Co-creation Initiatives: Promote co-creation projects that involve citizens and stakeholders in the design and execution of public programs and policies.

By integrating these practices into their management system, local governments can ensure more effective and adaptive management of urban and social challenges, significantly improving the quality of life of their citizens and fostering greater community participation and collaboration.

# CONCLUSION

The document presents a comprehensive analysis and proposals for a new administrative management system that integrates and evolves traditional and modern management theories and practices. This system is based on principles of flexibility and adaptability, efficiency and effectiveness, innovation and inclusion, and is structured around a core of basic processes complemented by adaptable modules that allow customization according to the specific needs of each organization.

The proposed new administrative management system reflects a deep understanding of the challenges and opportunities facing organizations in the 21st century. Through the integration of lessons learned from historical management systems and the application of contemporary innovations, this system seeks to provide a robust, dynamic and adaptable platform that can serve a wide range of organizations, from manufacturing companies to non-profit organizations. profit to local governments.

## Flexibility and Adaptability

Adopting a modular structure and emphasizing flexibility and adaptability are direct responses to the volatility and complexity of today's business environment. Allowing for continuous customization and adjustment, the proposed system ensures that organizations can not only survive but thrive in the face of rapid changes in technology, market and regulations.

## Efficiency and Effectiveness

Efficiency and effectiveness in the use of resources is another fundamental pillar of the system. Through well-structured planning and control processes and the implementation of sound financial and operations management practices, the system promotes management that maximizes the value of available resources, contributing to the sustainability and competitiveness of the organization.

## Innovation and Inclusion

Innovation is recognized as a key driver for long-term success, and the system fosters an environment that encourages creativity and experimentation. At the same time, inclusion and respect for diversity are considered essential for effective management in a globalized world, promoting an approach that values ​​and leverages different perspectives and skills.

## Practical applications

The system's practical applications, from management in manufacturing companies to implementation in nonprofit organizations and local governments, illustrate its versatility and ability to address specific needs. Whether optimizing production, improving the delivery of public services or encouraging citizen participation, the system offers tools and strategies adapted to the unique challenges of each sector.

The proposed administrative management system represents an integrative and evolutionary approach towards organizational management, combining the best of traditional and modern theories with an adaptable and customizable structure. Its implementation could significantly transform the way organizations operate, making them more resilient, efficient, innovative and inclusive. This system is not a one-size-fits-all solution; It requires a commitment to continuous improvement and adaptability, but offers a solid framework upon which organizations can build their path to success in the complex landscape of the 21st century.

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