Admin efficiency dashboard should focus on **SMART, monthly trackable metrics** that:

1. Reflect cost-effectiveness,
2. Capture timeliness and service quality,
3. Ensure compliance and safety,
4. Highlight risk or disruption points.

**See details below;**

**1. Facility Management**

* **Utilities Cost Efficiency**: Monthly spend on electricity, diesel, and water vs budget.
* **Facility Uptime**: % of days facilities are fully operational without disruption.
* **Preventive Maintenance Compliance**: % of scheduled maintenance completed.
* **Issue Resolution Time**: Average time (hours/days) to resolve facility-related issues.
* **Safety Compliance**: % of inspections passed without critical findings.

**2. Travel Management**

* **Travel Request Turnaround**: Average time from travel request to booking confirmation. - done
* **Travel Cost per Trip**: Actual vs approved budget per traveler. - done
* **On-Time Travel Execution**: % of trips executed as planned without last-minute changes. - done
* **Vendor SLA Compliance**: % of travel vendors meeting agreed service levels (ticketing, hotel, visa, etc.). – done
* **Staff Satisfaction**: Monthly feedback rating from travelers (1–5 scale). - done

**3. Security and Safety Management – done with all**

* **Incident Rate**: Number of reported security/safety incidents vs last month.
* **Response Time**: Average time taken to respond to incidents.
* **Compliance Rate**: % of staff trained on security/safety protocols.
* **Emergency Drill Readiness**: % of planned drills conducted on time.
* **Equipment Functionality**: % of fire extinguishers, alarms, CCTV, and access systems in working condition.

**4. Inventory and Store Management**

* **Stock Accuracy**: % match between physical count and records.
* **Stockout Frequency**: Number of critical items out of stock per month.
* **Inventory Turnover Ratio**: Speed at which items are issued/used vs stocked.
* **Waste/Shrinkage**: Value of damaged, expired, or lost stock as % of inventory.
* **Reorder Compliance**: % of items reordered before hitting critical thresholds.

**5. Fleet Management - done**

* **Vehicle Uptime**: % of vehicles available vs total fleet.
* **Maintenance Compliance**: % of vehicles serviced on schedule.
* **Fuel Efficiency**: Average fuel consumption per km per vehicle.
* **Accident Rate**: Number of accidents/incidents involving fleet.
* **Utilization Rate**: % of vehicle use vs idle time.

**6. Warehouse and Distribution**

* **On-Time Deliveries**: % of deliveries made within agreed timelines.
* **Order Accuracy**: % of deliveries made without errors (right quantity, location, documentation).
* **Distribution Cost per Unit**: Average logistics cost per item delivered.
* **Turnaround Time**: Average time from request to dispatch.
* **Damage/Return Rate**: % of items damaged or returned during distribution.

**7. External Stakeholder Management**

* **Engagement Timeliness**: % of required reports, permits, or regulatory filings submitted on time.
* **Issue Resolution Rate**: % of stakeholder concerns resolved within agreed timelines.
* **Compliance Score**: % compliance with statutory obligations (taxes, licenses, immigration, BNP, etc.).
* **Satisfaction Index**: Feedback rating from key partners/vendors (quarterly if not monthly).
* **MoU/Contract Adherence**: % of active agreements managed without breach or penalty.

**Cross-Cutting Efficiency Metrics (for the overall Admin Unit)**

* **Cost Savings**: Total monthly savings achieved through efficiency measures.
* **Staff Satisfaction Index**: Feedback on admin services (travel, fleet, facility, etc.).
* **Turnaround Time**: Average time to resolve administrative requests across units.
* **Compliance Rate**: % adherence to policies, SOPs, and regulatory standards.
* **Risk Dashboard**: Number of open vs closed risks/issues within the month.

**In the Dashboard**:

* Use traffic-light indicators (Green = on track, Amber = needs attention, Red = critical).
* Show **trend lines** (this month vs last month).
* Integrate **cost vs service quality** indicators to balance efficiency with staff satisfaction