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One of the most critical components of planned change an administrator must be aware of is the problem to be addressed by the change. This is normally done through problem analysis in which not only the problem, but also its causes or roots are investigated. Problem analysis is very critical as it is the foundation of the other components. Accordingly, all the administrators should be aware of the problem analysis, lest the planned change fail. The other component is the goals and objectives of the change. This is critical in understanding the purpose of the change.   
Another component is program and policy design. The administrator must be aware of all programs and their organizational structure (Peak, 26), both existing and planned. Additionally, the administrator must be aware of the policy that informs the change. Policy being the most intricate and comprehensive approach to achieving a planned change (Peak, 14); it is very critical that all administrators must not only be aware but also understand the policy. For the administrators formulating the policy, it is equally imperative that they are aware of the problem analysis, which greatly influences policy formulation.   
It is also crucial for an administrator to be aware of the action plan for the change. This basically informs the administrator of what is required of them. Additionally, some action plans contain timelines and being aware of the timelines enables the administrator to prioritize and plan in advance. The final component is monitoring and evaluation. The administrator must monitor and evaluate the manner of achieving the planned change. This ensures that there is progress and that such progress is obtained in an optimum manner.

## Works cited

Cronkhite, Clyde. Criminal Justice Administration: Strategies for the 21st Century. MA: Jones   
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Peak, Kenneth, J. Justice Administration: Police, Courts, and Corrections Management (Seventh   
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