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organizational management services

Have you ever wondered if there is a different or better way to do things? Organization Management Services (OMS) provide professional analysis of the project and related management of subsequent tasks that are associated.

For instance, you may have a project that requires working with many different contributors or perhaps even just a simple project and you just don't know where to start. After a thorough, on-site consultation, a written analysis is provided to explain all of the top-levels tasks involved. (A flat fee is charged for on-site consultations.)

Once the consultation has been completed, you have the option to contract for the applicable support service (project management, on-site organization, etc.). These services are available at an hourly rate.

Below are some of the services offered:

Organize an area – When organizing a specific room or area, the primary objective is to make the most efficient use of that space. Below are a few components contribute to such a project:

- ✓ Space – How much do you have?
- ✓ Function – What are the primary and secondary functions of the area?
- ✓ Budget – How much financial resource can be allocated to the project?
- ✓ Items – What is the functional value of the items to be located in the area?

Sample area organizations:

- Garage
- Closet
- Kitchen
- Office

Plan an event – Business and social functions will always make an impression on those who attend – good or bad. However, a well-planned event will ensure that those impressions are always good.

Sample events:

- Business Meetings
- Weddings
- Parties
- Religious Functions

Manage a project – When tackling a new project in the business arena or in the personal arena, the particulars can make or break the success of the project. A project plan will be the crucial backbone that will determine the ease and realization of the project.

Sample projects:

- Communication Plans
- Product Development
- Process & Policy Development
- Remodeling Project
- Holiday Planning

Get your schedule on-track – Often times we wonder ‘where did all of the time go?’ By determining your priorities and customizing a scheduling process for your lifestyle, you will always know where you have been and where you are going.

- ✓ Keep track of important dates
- ✓ Find more time to do those things important to you
- ✓ Archive past appointments for easy retrieval
- ✓ Stay on top of deadlines

rates card

Personal Services (Non-Commercial)

Consultation	\$49.95
Hourly Contract Rate	\$15

Business Services*

Consultation	\$100
Hourly Contract Rate	\$25

*RFP is recommended