Holodec Office Systems

Remote Business Process Services

It would be great if we could outsource this work!

- Business is not always predictable, and outsourcing makes sense when time is short or staffing is inadequate
- Specialized expertise in Business Process Analysis is now available through our remote services platform
- The following slides are a checklist to help you determine if your project is right for outsourcing!

Can I Outsource This Project: Is the Objective Defined?

- We need to know why we are looking into outsourcing work? Is this the right type of project to outsource? Is it a project to improve a process? Develop a brand new process? Create Software? Or just to document what we know? (Answer

  _____

  _____

  _____)

Can I Outsource This Project: Do We Know Which Deliverables We Want?

- Can you choose from the following list of Business Process deliverables, or define your own custom work request? (Yes _____ No _____)

- BPMN 2.0 (VISIO or EA)
- Story Mapping
- Activity Diagrams
- Database Schema
- Use Case Diagrams
- Business Req. Document (BRD)
- User Stories
- Traceability Matrix
- Custom _____

Can I Outsource This Project: What Data Do I Need to Provide?

If your project requires research on your Intranet, can we access your Intranet through a VPN you create?

OR If VPN is not accessible, can you collect all documentation in-house and send it to us? (Examples: Job Aids/Job Descriptions, Roles and Responsibilities, Existing process documentation, BRS, etc.)

Yes ___   No ___

Can I Outsource This Project: Who Needs to Join the Project?

- Do you know who all the Subject Matter Experts are for the business process?

(Yes ____ No ____)

Are these Subject Matter Experts available and willing to add phone or skype interviews to their schedule?

Are there others who must join the project and are able and willing to do so? These can be developers, product owners, database specialists, testing specialists and end-users.

(Yes ____ No ____ N/A ____)

Can we Outsource This Project: How Will the Project Management Work?

Do you want us to join your development team remotely? (Yes ___ No ___ N/A ___)
OR shall we run our project independently, and set up appointments with your SME's?
(Yes __ No __ N/A ___)
Do you have remote project communication already set up for us to join? (e.g. Skype/JIRA)
(Yes __ No __ N/A__)
OR shall we set up a project communication platform and be the Project Manager ourselves?
(Yes __ No __ N/A __)

Can I Outsource This project: How Will Quality Assurance Work?

Have you defined criteria for deliverables?
(Yes __ No __ N/A __)
Do you want us to define the criteria?
(Yes __ No __ N/A __)
Do you know who will sign-off on the end product?
(Yes __ No __ N/A __)

Can I Outsource This Project: How Shall We Control Costs?

- Every project has risk. Business Process Analysis can be like archaeology – you may uncover a spoon, or a village.
- Project risk can often be reduced with an Agile approach, so small increments of work are delivered within a specific time frame
- Is a budget in place for this project?
  Yes __ No __

  Fixed budget - Yes ___ No ___
  OR Not fixed, hourly billing Yes ___ No ___
  Time constraint – length of contract: _____
  If hourly billing, minimum hours/week _____

Yes we can do this project remotely!!

- If you have answered all the questions so far, you should know by now if the remote project option is right for you
- We can travel to some US locations for temporary site visits to gather requirements – let's talk about it!

How to Get Started with the Remote Project

- Fill out a Request for Proposal from the web site
- We will set up an account for you
- Upon proposal acceptance, we create a project schedule together, exchange documents, set milestones, define deliverables and project scope
- We participate in work reviews with your subject matter experts to assure accuracy and quality
- Project management software tracks everything we do together

Achieve the Project Goals

- A detailed scope of work signed by both parties will assure our work follows the right path
- We are flexible and easy to work with
- We hope this presentation has helped you decide if our remote Business Process Services are the right choice for you! To request a project call 540 293-8507.