



## Details

### Type of Service

Consulting

### Fee

One-time or residual based on Business, Organization and Scope of Assessment and Project

### Method

In-person (please call), Video Conference, Telephone

### Summary

Detailed hands-on Exploration, Development and Strategy aimed specifically towards Office Automation

### Features

- Customized to your specific needs
- Leveraging Office Automation
- Upgrading Existing Technology
- Office Software and Tools
- Design and Media Software
- Virtual Collaboration Software
- Project Management Software
- Document Storage Platforms
- Includes Development, Strategy and Planning

## Goals and Expectations

Explore Options for replacing and upgrading Office Technology and Processes that hinder Profit and Surplus Revenue

## Requirements

Strict Confidentiality Agreement, Willingness to try before you purchase from multiple Vendors, Give feedback on Office Automation Technology usage if applicable

## Additional Details

“Office Automation” creates a streamlined, efficient and dynamic Office Environment that builds Profit and Surplus Revenue

Most clients struggle with what to use, when to use and how to implement. How to use usually can easily be achieved through proper outside training and vendor onboarding once everything else has been established.

“Office Automation” builds strategies for procuring, implementing and using Office Tools, Design Software, Media Creation Software, Virtual Collaboration, Project Management platforms, and includes best handling and storage of Electronic Files for efficiency.

Platforms include but are not limited to:

X86-x64, Azure, OneDrive, iOS, iCloud  
MS Office 365, desktop, G Suite  
MS Teams Ecosystem  
Virtual Presentation/Conference Platforms  
Co-browsing  
Adobe Creative Suite  
Exchange Server online, on-premise, hybrid  
Sharepoint online, on-premise  
Project server online, on-premise, PPM  
Miro, Mural, Slack and many others

Other non Microsoft products

Note: No highly confidential proprietary Technology Solutions will be shared or recommended (as defined in the confidentiality or NDA (Non-disclosure Agreement)).