



# BACK ON TRACK

## PACKAGE

The Back on Track package allows organisations to take their first step towards improving the way they manage information, processes and technology to support their mission and make an **extra ordinary** impact in the world.

Designed for organisations who have an overwhelming sense that their information is out of control, preventable mistakes are occurring, and technology is not supporting organisational outcomes.

### OUR APPROACH

Our approach is one that focuses on people, practicality and the quality of the journey, as well as the results. **The Synergy Wheel**, centres around five key areas of focus. The key is to spend time developing solutions in all five areas, for a smooth transition and successful end result.



### SIGNS YOU NEED A BACK ON TRACK REVIEW

STRUGGLING WITH MULTIPLE VERSIONS OF DOCUMENTS

SPENDING A LOT OF TIME LOOKING FOR INFORMATION

SUBSTANTIAL STOCKPILES OF PAPER THAT ARE CONTINUING TO GROW

LOSING INFORMATION

OVERWHELMED BY EMAILS

FRUSTRATED WITH DATA AND DATABASE ISSUES

MESSY NETWORK (SHARED) DRIVES

DUPLICATE INFORMATION STORED ACROSS MULTIPLE SYSTEMS AND AREAS



## HOW WE CAN HELP

As will all innovation and change, you should follow a methodology to ensure you do the right activities at the right time and don't waste resources. Our implementation methodology follows five steps.

- Discover** A comprehensive investigation into the current state of your information. It creates a 'snapshot' of what is really happening within your organisation to understand how to fix the issues occurring.
- Determine** An assessment of your organisation against our unique Synergy Wheel solution.
- Design** The creation of a customised Strategy for your organisation, that identifies and prioritises the solution ideas.
- Deliver** Where the rubber hits the road and you start to implement solution ideas.
- Develop** This follows up on the Deliver phase by ensuring that you monitor and continuously build on the great solutions you've implemented, ensure you don't lose the benefits of your solutions and be open to new possibilities.

The **Back on Track** Package completes the first three *Discovery- Determine-Design* steps so it gives you a solid start on your journey.



You can decide to implement the *Deliver* and *Develop* stages yourself, or we can offer further support. For more information, check out [www.KateFuelling.com](http://www.KateFuelling.com).

### WHAT'S INVOLVED

- Organisational Literature Review
- Identification of Information Management Legislative Obligations
- Systems Review
- IT Contracts Review
- Staff Consultations
- Information Maturity Assessment
- Strategy Development

### OUTCOMES

- **Snapshot** of the true state of information and data management in your organisation
- **Statistics** and tangible costs of poor information and data management
- **Maturity Assessment** based on our unique Synergy Wheel approach
- **Customised Information and Data Management Strategy**, including a roadmap of solution ideas / projects

### BENEFITS

- A clear plan for improving information, processes & technology
- Excitement and optimism about improving your organisation

## WHAT OTHERS SAY

'The best part about working with Kate is her calm approach to managing difficult issues.'

'Kate is honest, professional and only recommends what is necessary. She is very trustworthy.'

'The staff were very receptive to the method... the methods used gave us further insights into how the organisation could better manage its information.'

'If you need something done to a high standard, it will be done. If Kate can't do it, she will help find the right people.'

'All staff highly praised the ability to engage and intuitively identify issues and provide manageable solutions.'

'Kate's flexible approach to our issues and challenges was refreshing.'



## RATES AND PROJECT TIME

Organisation Size	Project Time	Standard Rate	NFP Discount	NFP Rate
Less than 25	2 - 3 weeks	\$6,480	\$1,500	\$4,980
26 - 75	3 - 4 weeks	\$10,780	\$1,900	\$8,880
75+	Ask for a quote			



## CONTACT US NOW

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