



ORGANIZATION MANAGEMENT

- Business plans
- Business modeling
- Optimizing organization
- Employee opinion surveys
- Organizational change management
- Normative acts and publications

offer

Strategies formulated at the functional level of an organization are mostly projects aimed at raising its operational efficiency, cost effectiveness, as well as innovation and sensitivity to customer needs to a higher level. Preparation of such projects requires special care both at the stage of planning and implementing them.

"There is nothing more difficult to undertake, more dangerous to carry out, and more uncertain in its consequences, than to be a leader in making changes to the existing order of things."

Nicola Machiavelli

Planning and implementing sustainable changes is one of the greatest challenges for the management of any organization. Performing this task can be greatly facilitated by external consulting assistance, which offers objectivity of opinions and formulating recommendations not constrained by the corporate hierarchy. It also offers many facilitations at the stage of planning and implementing organizational, technical and personnel changes.

The consulting services offered consist in providing professional support in the following problem areas:

- analyzing the structure and effectiveness of the value chain,
- modeling of business processes,
- optimizing organizational structures,
- surveying the opinions of management and employees,
- planning and managing organizational change.

A company's value chain is a sequence of activities that reflect its business model. Business processes, operational procedures and organizational solutions are used to achieve operational and strategic goals. Modeling and optimizing solutions in the field of management organization consists in simplifying and correlating the structure of the company's value chain with its process structure and appropriate organizational and technical solutions.

The offer presented here includes coordinated actions in all of the above-mentioned problem areas. It is addressed primarily to enterprises, but it can also be used by public administration units and other organizations.

www.tomaszdomanski.eu

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Business plans

Cooperation goals

Preparation of a comprehensive and realistic business plan, presenting the product, marketing, technological, financial, investment, organizational, legal and HR issues. Providing methodical support in the process of planning and launching a new business.

Range of services

- Determining the assumptions and goals of the new venture
- Evaluation of market and industry attractiveness
- Determining entry and exit barriers to/from the industry
- Development of customer characteristics and market segmentation
- Developing a product portfolio and marketing strategy
- Determining technological and competence needs
- Evaluation of the competitive environment for the planned activity
- Determining the strengths, weaknesses, opportunities and threats for the business idea
- Determining the costs of launching the planned activity
- Development of an annual and long-term profit and loss forecast
- Determining the sources of financing the new activity
- Determination of time and rates of return on investment
- Determining organizational and staffing needs
- Development of contracts, statutes and other documentation
- Development of a project plan for launching a new business
- Project management for launching a new business

Benefits for the customer

- A complete, realistic business plan for your new business
- New business planning methodology
- Results of analyzes of the market and competitive environment
- Developed portfolio of new products
- Developed marketing and technological strategy
- Variant simulations of the profit and loss account
- Established scope of investments and sources of their financing
- Realistic assessment of opportunities and threats for new business
- A well-planned business start-up project
- New business activity launched

Business modeling

Cooperation goals

Separation of strategic business units and chains of basic and supporting activities in the company's operating model. Determining the key features of the company that determine its market success. Organizing work processes in a way that ensures optimal operation of the company and building its competitive advantage on the markets. Preparing the company to carry out restructuring projects.

Range of services

- Analysis of industries, markets and the scope of the company's activities
- Identification of strategic business units
- Identification of main and supporting business processes
- Analysis of the company's organizational structure and task allocation

- Analysis of the company's existing and desired competence resources
- Development of recommendations regarding the optimization of the process structure
- Developing recommendations for optimizing the organizational structure
- Development of recommendations regarding the allocation of tasks to workplaces
- Developing recommendations for corrective actions
- Preparation of a change management plan
- Implementation of corrective actions
- Management of special projects

Benefits for the customer

- Structured process structure of the company
- Clearly separated strategic business units
- Clearly separated basic and supporting activities
- Correct allocation of tasks and cost centers
- Increased task efficiency and productivity
- Effective human capital management
- Ability to effectively conduct audits and analyses

Optimizing your organization

Cooperation goals

Creating an effective organizational structure of the company, based on a properly designed business model of the company. Mapping and optimizing processes, sub-processes, activities and tasks in the company's organizational structure. Identifying organizational problems, their sources and introducing appropriate corrections. Ensuring consistency of the business model, process structure and organizational solutions. Presentation of recommendations regarding the restructuring of the company or its part. Preparing the company to conduct restructuring projects. Preparing the company for an audit certifying the quality of management.

Range of services

- Identifying and verifying the business model
- Analyzing existing organizational solutions
- Analyze existing task allocation and cost centers
- Mapping and analyzing processes and procedures
- Identification of the control points
- Identifying problem areas
- Documentation of work processes and procedures
- Developing recommendations for corrective actions
- Correcting processes, procedures and organizational solutions
- Cooperation with institutions certifying the quality of management
- Implementation TQM methods (Total Quality Management)

Benefits for the customer

- Results of analyzes of the company's business model
- Identified problem areas in the company's structure
- Simplified and optimized processes and procedures
- Documentation describing the process structure and procedures
- Tools for monitoring and managing processes and procedures
- Recommendations in the field of management organization
- Optimized processes and organizational structure
- Cost reduction and higher work efficiency
- Higher organizational culture of the company

Employee opinion surveys

Cooperation goals

Obtaining by the board and senior management information about the company's condition directly from its operational level (without distortions at intermediate levels). Conducting anonymous surveys and workshops, moderated by an external consultant (ensuring freedom and anonymity of statements of operational employees).

Range of services

- Determining the information needs of top management
- Designation of functional areas covered by the study
- Determination of the groups covered by the study, their size and characteristics
- Preparation of surveys, spreadsheets and information materials
- Preparation of materials for conducting workshops
- Conducting surveys and workshops
- Elaboration results of the results of surveys and workshop sessions
- Development of the report and presentation materials
- Presentation of the report and discussion of the research results

Benefits for the customer

Obtaining by the top managers the valuable information about state and functioning the company, without distortions – directly from the operational level of its operation.

Organizational change management

Cooperation goals

Providing support in developing a change management plan; projects for optimizing process, organizational and technical solutions and implementing organizational changes.

Range of services

- Identifying the areas and scope of desired changes
- Preparing the realistic change management plan
- Programming the technical and emotional side of changes
- Organizing and leading a change management team
- Planning the optimal use of resources
- Optimizing the company's business processes and operating procedures
- Optimizing organizational solutions
- Optimizing competency needs and employment status
- Harmonization the restructuring projects
- Managing information and emotions of employees
- Eliminating employees' resistance to change
- Implementation of the technical systems

Benefits for the customer

- Objective assessment of the company's organizational conditions
- A professional (realistic) change management plan
- Correlated restructuring projects (hard and soft)
- Optimized use of time and resources
- Reduced resistance to change and risk of failure

- Effective communication in the process of introducing changes
- Experience transfer and organizational learning

Normative acts and publications

Cooperation goals

Providing permanent or ad hoc support in the creation of internal law acts and other documents occurring in the practical operation of companies, offices and other organizations. Organizing, supplementing, correcting and harmonizing internal law systems and quality management system documentation.

Range of services

- Statutes and agreements of companies, associations and foundations
- Resolutions of governing bodies of companies and public and private organizations
- Policies, regulations and other internal normative acts
- Instructions and regulations for new products
- Standard operating procedures (graphic and descriptive part)
- Spreadsheets

An integral part of the offer is:

- analyzing legal regulations,
- analyzing organizational solutions,
- analyzing the market and competitive situation,
- analyzing product concepts,
- analyzing other conditions requiring description.

The offer also includes the development of:

- articles and publications
- presentations and spreadsheets
- illustrations, diagrams, charts and diagrams,
- logotypes, graphic symbols and visualization rules,
- Internet and intranet sites.

Benefits for the customer

- Coherent normative acts, consistent with the principles of legislative technique
- Clear, linguistically correct and correlated texts
- Coherent, transparent system of internal law
- Carefully edited documents
- Cost reduction and time saving
- Better internal collaboration
- Elimination of disputes and conflicts
- Higher efficiency of task execution
- Efficient internal and external communication
- Higher organizational culture

Forms and conditions of cooperation

Establishing cooperation as part of the offered consulting services is preceded by the stage of analyzing the client's needs, specifying goals and establishing detailed rules of cooperation. The client agrees with the consultant on the scope of consulting support, concerning the analysis of the organizational structure, the scope of opinion polls of the management staff, outsourcing of project management functions and support in managing organizational changes. The principles of financing cooperation are

established between the parties on the basis of detailed arrangements regarding the scope and conditions of providing consulting assistance.

The basic scope of cooperation in the field of management organization includes the following stages:

Determining the client's needs and the scope of cooperation

- Signing the confidentiality agreement
- Determining the client's needs and the scope of cooperation
- Setting goals, tasks, resources and acceptance criteria for the work performed
- Establishing a framework schedule and concluding a cooperation agreement,

Analyzing data and preparing recommendations

- Analyzing the business model and structure of the value chain
- Analyzing and mapping the process structure and assigning process properties
- Analyzing existing organizational solutions and technical systems
- Surveying the opinion of middle management and other employees of the company
- Development of data synthesis and preparation of restructuring recommendations
- Customer acceptance and agreement on the directions of further project work.

Preparing proposals of new organizational solutions

- Development of proposals for changes in the processes and organizational structure
- Consulting, agreeing, testing and correcting the designed solutions
- Development of draft amendments to internal normative acts
- Developing a plan to implement changes in the management organization
- Developing a communication plan
- Presentation of the proposed changes
- Obtaining approval from the client

Implementation of organizational change

- Outsourcing and consulting assistance (supervision) in implementation projects
- Consulting assistance in the change management process

