

# Process & Reporting Optimization Plan (PROP)

## Overview

IC Solutions offers a complimentary Process and Reporting Optimization Plan (PROP) that provides a detailed roadmap to eliminate gaps in your information and reporting systems - cost effectively and risk free.



Often, managers know their business systems are in need of improvements but don't have the time, resources or information available to source the right solution. The IC Solutions PROP analysis provides business executives and managers access to industry experts able to understand and document business processes in addition to providing recommendations to eliminate the current issues. Most importantly, the PROP analysis identifies benefits of implementation and provides a range of solution options in line with your goals, timelines, internal resources and budget.

## Deliverables

### Overview

Background information and a brief description of the problem/opportunity.

### Goals and Vision

What would be the optimal goal state? What would it look like? How would it work? Identify the business value and attempt to quantify benefits associated with fixing the problem. For example, overtime at month end would be reduced by 50 hours, resulting in an annual savings of \$30,000.

### Current Situation

Describe the work being done at this time. What is the current process? What resources are needed to complete the required tasks. What opportunities are being impeded by the current system?

### Opportunities for Improvement/GAP Analysis

List opportunities to improve the existing process, including any gaps identified.

### Recommendations

Provide specific recommendations to address immediate concerns and requirements. Describe the various options available and show cost estimate ranges for budgeting purposes. We often suggest a phased approach to implementation to minimize up front costs and speed up the development process.

### Expected Results

Describe specific impact/benefits on the business and list future capabilities that will be enabled.

### Your Company's Involvement

What will you and your organization have to do to make this initiative a success?

### Next Steps

Initial Project Specification to define scope, document preliminary design and provide a detailed budget.

*Bridging business processes and information systems*