

# iProductivity Consultancy

*The iProductivity Consultancy facilitates the improvement of productivity in a critical business process oriented towards the people.*

Traditional IT projects, those to which many clients such as suppliers have become accustomed to, are based on a detailed study of the process which the clients desire to have automated. No matter how complex the process is, one can always analyze all the variables, exceptions, iterations, and conditions to represent the process in a fluid manner, to program it, and to distribute it to the different sectors of the company.

On the contrary, a project to improve iProductivity performed by employees of our organization requires a different approach. We will have to understand the day to day functions of users that

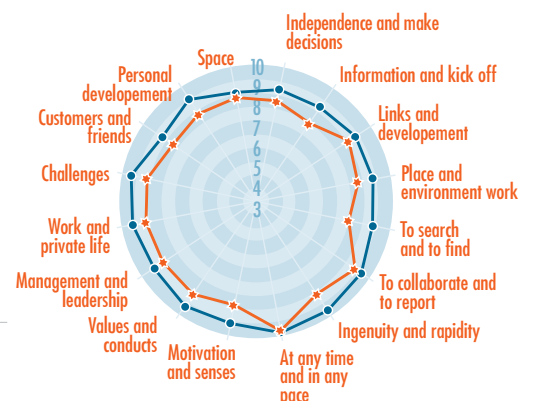
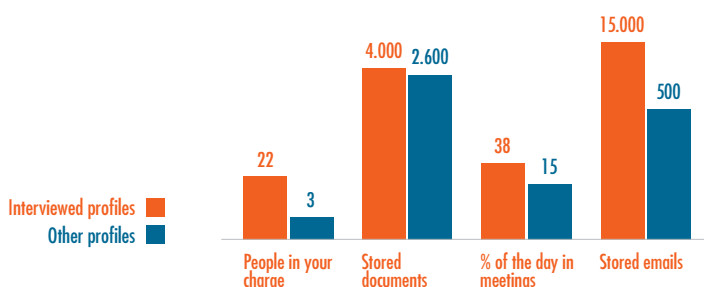
participate in the process that we are trying to improve, to determine which abilities are necessary, what is the most suitable training, which best practices we can apply, how to design the application to maximize usability, and how to organize the information so that it is easily and quickly located, etc.

The Microsoft Productivity Center, conscious of the importance of researching needs and designing a solution adapted to these types of projects, offers the iProductivity Consultancy service as the initial phase to the technological project.



## Models

- Optimization of the infrastructure
- Optimization of the business productivity
- Optimization of the application platform maturity levels



*To understand the day to day functions of the user is the key piece for detecting opportunities for productivity improvement throughout the entire company.*



The iProductivity Consultancy consists of the following modules and phases:

**Module 1. Collecting Data**

**Evaluation of the state of Maturity of the present Productivity Infrastructure.**

Model used: Business Productivity Infrastructure Optimiziation (BPIO) from Microsoft.

**Evaluation of the Information Worker profile.**

Study of the different profile of the Information Workers in the chosen process or roll.

**Evaluation of the external conditions.**

The "Factor4" index is applied to the affected employees (optional).

**Module 2. Interviews**

**Definition of the objectives,** by means of interviews with the sponsors of the project.

**Study of requirements,** through interviews with the users key to the selected process, we are able to see a first person objective, observed from a different point of view.

**Module 3: Prodcutivity Study, Design of Solution and Functional Scale Model.**

With all the obtained information, the consultants at the Productivity Innovation Center make a proposal of improvements in which are included aspects such as:

- \* Identification of the processes susceptible to improvements
- \* Description of hoe to carry out these processes in the optimal manner
- \* Description of scenarios with proposed improvements
- \* Key factors that will determine the impact of the project
- \* Functional desing of the key pieces of the suggested solution (if needed)
- \* A graphic example of the experience of the user (UX) (if needed).
- \* Estimation of the improvements in productivity
- \* Recommended best practices.

**Module 4. Executive Presentation**

Besides the detaied information on the study contained in the report, we offer an executive presentation that allows the possibility to make focused emphasis on the recommendatinons and aspects that are most relevant from the study and can directly orient the sponsors of the project. If the availability of the attendees permits, the presentation would take place in one the Innovation Rooms at the Productivity Innovation Center.

