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FocusIMS

Guide to Identifying opportunities to improve your business



Are you looking for efficiency opportunities out of one of the following frustrations ?

- **Frustrating amount of duplication which inevitably ends data discrepancies.... Often resulting in not knowing which is the correct data**
- **Your processes are going through too many hands to get the job done**
- **You need too many admin staff to cover the data requirements of the job compared to the number of operations /revenue generating staff.**
- **Cash to Cash cycles too slow. You want to turn your jobs into cash quicker and more consistently**

Identifying opportunities to improve your business?

Businesses are in a constant search to improve efficiency with more tools available sometimes this can result in much duplication. When tasks are split between people the duplication can often go un noticed.

- **Identify the size of the opportunity - a good place to start is your organisation structure.**
- **Look at your current processes - and how they interrelate with documented processes and process mapping.**
- **Look at your workforce time diary - see which procedures are consuming the most time - this will give you a big hint to where you will maximise your return for your improvement opportunities.**
- **Lastly look at a key result of improved efficiency by considering cash to cash cycles. This is the time it takes to turn the first dollar spent on a project into a delivered outcome that the customer has paid for.**

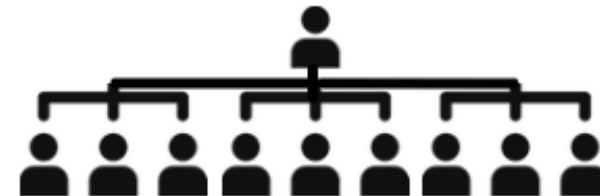
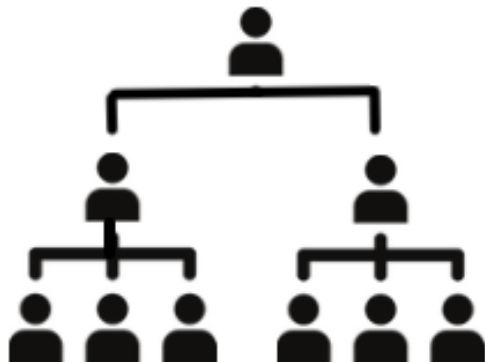
Whilst you can follow this process without using FocusIMS you will do it quicker and easier

and you can start immediately with a 2 week FREE trial

Your organisation Structure

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- **Firstly identify whether you have a tall or flat organization structure.**
- **A tall structure will normally have up to 4 people reporting to a manager and a flatter structure will have possibly up to 8.**
- **In order for a flatter structure to work, suitable information systems are required.**



A flatter structure means less overhead per dollar of revenue

Your organisation Structure using FocusIMS

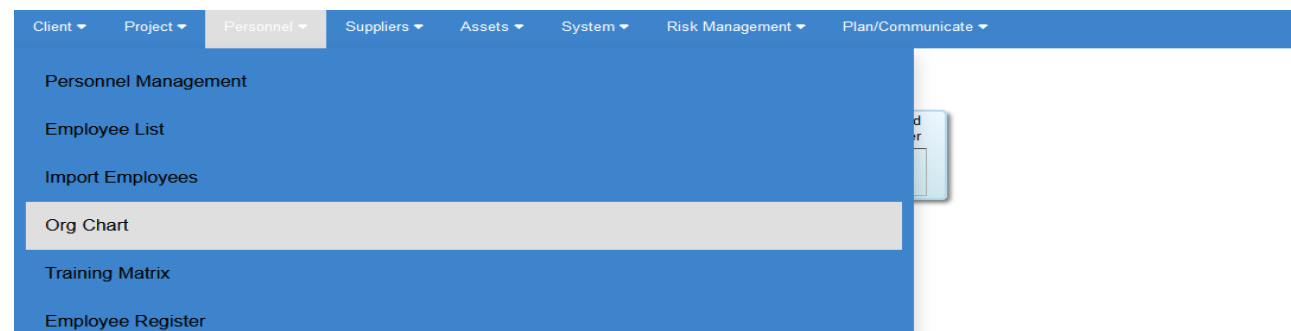
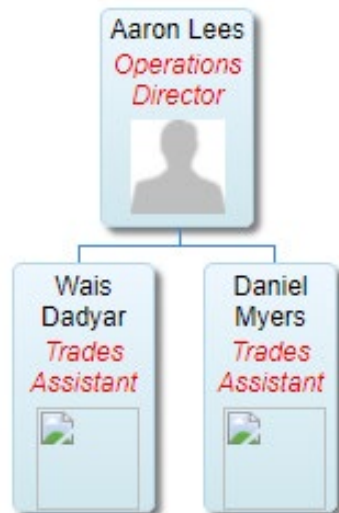
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The quickest and easiest way to determine the tallness of your organisation structure is with [FocusIMS](#) start today with a 2 week FREE trial

Simply click the organizational structure on the Personnel Menu on FocusIMS

1. Look at each employee on the employee list,
 1. check they have a job description and
 2. the reports to drop down is selected
2. Select the organisation structure and have a look that it appears correct.
3. Have a look at how tall your structure is.

Organisational Chart




Procedures



- 1. Document all procedures and assign to job roles.**
Remove any duplication from the processes and ensure they have a clear line delineating processes.
- 2. A process map is an easy visual way to see how all your procedures fit together and follow one another.**
- 3. Assign a role responsible for each procedure to ensure it is completed efficiently and only handled once**

Workforce Time Diary

- 1. Get each employee to enter on a spreadsheet for a week the time spent on each procedure**
 - 2. At the end of the week total up the time spent on each procedure for each person and then an overall total**
 - 3. Generally improvements on the procedures where most time is spent will maximise the return for the organisation**
 - 4. Identify any poorly structured or duplicated procedures and improve on these**
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Cash to cash cycles

Client											
Project											
Personnel											
Suppliers											
Assets											
System											
Risk Management											
Plan/Communicate											
Overdue					Due Soon						
Client Follow Up Overdue					Client Follow Up Due 30 Days						
Corres Date	Corres Desc	Followup Date	Client		Corres Date	Corres Desc	Followup Date	Client			
No records					No records						
Project Follow Up Overdue					Project Follow Up Due 30 Days						
Corres Date	Corres Desc	Followup Date	Client		Corres Date	Corres Desc	Followup Date	Client			
No records					No records						
1-Requests Received > 5 days					1- Requests Received < 5 days						
JobID	Company Surname	JobAddress	JobSuburb	DateReceived	Quote Due	JobID	Company Surname	JobAddress	JobSuburb	DateReceived	Quote Due
No records					No records						
3-Quotes Accepted > 14 days					3- Quotes Accepted < 14 days						
JobID	Company Surname	JobAddress	JobSuburb	Date Accepted	Exp Comp Date	JobID	Company Surname	JobAddress	JobSuburb	Date Accepted	Exp Comp Date
No records					No records						
6- WIP - Work in Progress > 14 days					6- WIP - Work in Progress < 14 days						
JobID	Company Surname	JobAddress	JobSuburb	First Schedule Date	Exp Comp Date	JobID	Company Surname	JobAddress	JobSuburb	First Schedule Date	Exp Comp Date
No records					No records						
8- Review Required > 7 days					8- Review Required > 7 days						
JobID	Company Surname	JobAddress	JobSuburb	First Schedule Date	Exp Comp Date	JobID	Company Surname	JobAddress	JobSuburb	First Schedule Date	Exp Comp Date
No records					No records						
Expected Completion < Today					Expected Completion Next 7 Days						
JobID	Company Surname	JobAddress	JobSuburb	Status	Exp Comp Date	JobID	Company Surname	JobAddress	JobSuburb	Status	Exp Comp Date
No records					No records						

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FocusIMS proudly developed and maintained by [FocusBIS](#)



The cash to cash cycle refers to the time frame from the first dollar spent for a project to the time the customer has paid the money into your account.

FocusIMS helps improve your cycle times by setting key performance indicators for each stage of the projects. Projects outside KPI's appear on the left column on the project alerts Page. Projects just inside the KPI's appear on the right half of the project alerts Page.

If you're not using **FocusIMS** you're either not measuring your project performance or managing it poorly with spreadsheets.

Start Identifying your opportunities today

- Efficiency in your organization largely depends on a stable, results driven system like [FocusIMS](#).
- The systemizing of your business around procedures and roles and responsibilities significantly impacts efficiency
- [FocusIMS](#) compliance bar assist your team to drill down on both the urgent and important tasks rather than spending time working out what the tasks actually are.
- Managing your projects efficiently means more efficient cash to cash cycles resulting in further opportunities to grow your business with the profits in your bank account rather than you customers holding out because the job is not completed to spec.
- Project Managers will have the project alerts to monitor all projects ensuring efficient projects delivered on time and budget.
- Overall, FocusIMS will help you better manage your organisations' time and this will have a positive impact on your bottom line.

You can start immediately with a FocusIMS [2 week FREE trial](#)

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FocusIMS Software

Plan	Price	Users	Support	Functionality
Basic	\$49	Up to 5	Monthly Exc GST	Full Functionality*
Standard	\$99	Up to 10	Monthly Exc GST	Full Functionality*
Premium	\$149	Up to 20	Monthly Exc GST	Full Functionality*

*Include:

Complete access to FocusIMS - Tried and tested framework for all aspects of HSEQ including projects

1 email per day for each business area and you will be ready for certification in 7 days

A Full set of compliant templates for policies and procedures

Free Chat, Phone and Email Support

**POA – For Subscriptions over 20 employees

Additional Services

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You may choose to have assistance for any or all of the below items either as an initial process or annually

Service	Estimated Time	Cost Exc GST
Gap Analysis between your Organisations' current procedures and the standards you wish to get certified for	8-16 Hours	\$800-\$1600
Customised Induction Module & Basic Assessment	8 Hours	\$800
Internal Audit - Management System*	8-16 Hours	\$800-\$1600
Organisation Context and Management Review*	4-8 hours	\$400-\$800
Identification of Legal, Regulations & Codes of practice. Document applicability and review compliance against documentation*	8 hours	\$800



Ready to **move forward?**

1. Can we set up a **FREE** trial login for you?
2. Would you prefer to pay direct debit or credit card?
3. Are you looking to get **ISO** certified?
4. Would you like assistance with **Gap analysis/Internal Audit?**
5. Would you like assistance with **Business Planning and Management Review?**

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