

Project Brief

Business Systems Improvement Consultant

16 February 2023

BACKGROUND

Collaboration for Impact's (CFI) **vision** is for an equitable and inclusive society where people, place and planet thrive. Our **purpose** is to enable collaborations to work in more equitable and transformative ways that centre community leadership in decision making.

CFI is a 100% remote work-from-home environment, with a bring your own device policy relying on multiple Software as a Service (SaaS) solutions. The organisation has experienced rapid growth and change, and to support this growth, we require the implementation of an end-to-end finance, contract, and project management system, including identifying other system and process improvements and dependencies.

OBJECTIVES

- Increased efficiency and accuracy of our project management to enable the team to focus on achieving our vision
- Improved business performance and accurate financial reporting

DELIVERABLES

- Refine the scope and requirements through a needs analysis process of internal workshops, including review of current incomplete workflows and processes
- Research and source potential system solutions and present options
- Set-up, test and implement a project management system that interfaces with our finance system to enable user-friendly end-to-end management of small and large complex consulting projects.
- Recommend business process, policy and system improvements to support the successful implementation of the project and financial management system that integrates with other systems
- Implement priority reforms of business process, policy and system improvements
- Lead the internal project management of the Business Systems Improvement project, in partnership with key stakeholders, ensuring high levels of engagement, timely decision making and fit for purpose solutions
- Develop and document new process materials including process/workflow diagrams, and provide training to users responsible for managing and operating the business processes.

TIMEFRAME

- Ideally we are aiming towards an implementation of a user-friendly end to end project management and financial system by the start of the financial year, 1 July 2023.
- Post implementation and evaluation completed by 1 November 2023.

REPORTING & STAKEHOLDERS

- Reporting to the Operations Lead
- Key Stakeholders:
 - CEO
 - Operations Lead
 - Practice Lead
 - Project Coordinator
 - Finance Advisor

- Financial Accountant
- Operations Coordinator

INTERNAL RESOURCES

- Key Technology Principles (gathered from conversations of all staff in 2021)
- Digital footprint (with current state, observations and recommendations)
- Draft initial scoping of project management requirements and software solutions
- Incomplete process/workflow diagrams

CONTRACT DETAILS

- Start date: Immediately
- End date: 1 November 2023
- Budget: \$30k - \$40k (for consultancy services only)
- Subcontractor Agreement for services to be provided as per a confirmed proposal

HOW TO APPLY

Please provide a proposal via email to admin@collaborationforimpact.com by COB Monday 6 March 2023, including:

- Methodology and approach
- Relevant qualifications
- Previous experience in similar sized consulting organisations
- Knowledge and experience with current end-to-end project management systems

If you have any questions, please reach out to the Operations Lead, Heidi Jasprizza, on heidi@collaborationforimpact.com or 0412 677 311