**Process Presentation Planning Template**

**NOTE:**

* **Please do not write complete sentence scripts.**
* **Try to use only keywords or phrases, and specific numbers/names/essential details**

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| **PLANNING:**  *Specific Audience: People related to the project (CEO, project manager, team leader)*  *Purpose: To understand the details and work process.*  *Type of Process Delivery: Cybersecurity & Networks* |
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| **OPENING:**  *Attention Statement:*   * To work with big companies, Clear and detailed workflows are required. * Creating a system requires detailed steps. * Here are the steps to build the system for the customer. |
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| **INTRODUCTION:**  *Who are you (the consultancy)?*   * *LoxkMe*   *What process do you want to explain?*   * *Instructions on how our organization collaborates with the customer to develop a feasible solution*   *Why is it important to explain this process?*   * *We want to demonstrate our company's working method to effectively handle the customer's problem.* |
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| **PITCH BODY: Steps of Process**  *The total number of steps: 6*  *For each step:*  *1. Identify and define the problem*  *2. Maintain Database*  *3. Cybersecurity & Networks*  *4. Testing System*  *5. Evaluate the outcome*  *6. Deliver Results to Customer*  *Step1: Identify and define the problem*  *Transition: After identifying and defining the work to be done, it enters the process of maintaining the database of the system.*  *Step2: Maintain Database*  *Transition: Get the system ready But we need a complete system. Therefore, we must enter the process of bringing feedback to improve.*  *Step3: Cybersecurity & Networks*  *Transition: Get the maintenance database ready. But we need a complete network system. Therefore, we must enter the process of testing systems to improve.*  *Step4: Testing System*  *Transition: After the system has been fully used. Our next duty is to take care of the customer until the end of the contract.*  *Step5: Evaluate the outcome*  *Transition: After the evaluation is finished, evaluate the results. Our next duty is to deliver results.*  *Step6: Deliver Results to Customer* |
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| **CONCLUSION:**  *Summary of steps & the end of the process*  LoxkMe is dedicated to offering the best solution to fulfill the troubleshooting needs of its customers. By utilizing our system to maintain customer stability. |
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| **CLOSING:**  *Expected effect of the process: good feedback and clients accepted our offer.*  *Invite questions: If you are interested in using our service, you can contact us for further information.* |

***Feel free to add/remove ideas within the template framework, as long as you can convey the intended message to your audience.***