Guidance Page;

BUSINESS PLAN

Suggested Content;
(Each element is used as appropriate)

♦ *Introduction*

♦ *Overview of previous year*
♦ *Review of objectives.*

♦ *Finance / budget statements.*
♦ *Market-related issues*
♦ *Technology Development*
♦ *Benchmarking*
♦ *HR Development*

♦ *Organization's Mission / Vision / Policies.*
♦ *SWOT Analysis*
♦ *Objectives for 3-5 years*
♦ *Resource allocation;*
♦ *Financial projections /*
♦ *Cash flow statements*

♦ *Objectives for the year*
♦ *Key Actions*
♦ *Performance indicators*
♦ *Timeframes involved*

"Time to make that business decision"

TM

sys — yes
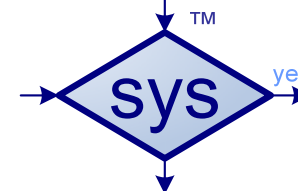
Systems Yield Success

Management Training

sys *wants to help you improve your business using the Process Approach & obtain third party Approval.*

This is done by providing Training, including for Management , see this brochure & Consultancy Support, see separate brochure, e.g. identifying your key processes, as per the example below.
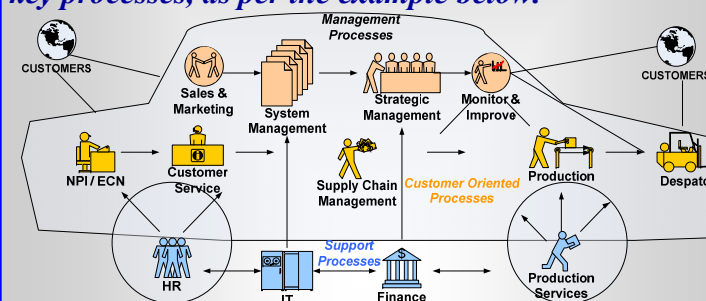
Example 'SYSTEM MAP' Showing 'Sequence & Interaction' of Key Processes

Products are delivered by professionals with competency in:
♦   *Third party assessment,*
♦   *Group management positions*
♦   *Training & qualifying in industry & ISO/TS16949:2002 third party assessors .*
We cover standards such as:
♦   *ISO9001:2000 & ISO/TS 16949:2002*
♦   *Integrated management frameworks.*

I look forward to hearing from you, Alan Keffler. 07947 676705

Contact sys on; sales@systemsys.co.uk , or the website.

Management Awareness Training

In-house ½ - 1 day Course

'To give Management at all levels of the organization the necessary information about the 'Process Approach' & related standards.'
'To give Management the facts as to their role in supporting successful implementation and aligning this with the effective running of their business.'

Course Contents

- ♦ *Course / Delegates' Objectives*
- ♦ *Background to Standards*
- ♦ *The Process approach*
- ♦ *Integrated Frameworks, e.g. ISO14001*
- ♦ *Goal of standards, e.g. ISO/TS16949:2002*
- ♦ *Support Documents, Guidance & Rules*
- ♦ *Scope & Application*
- ♦ *Management Systems requirements*
- ♦ *Strategy / Policy Deployment*
- ♦ *Process Analysis*
- ♦ *Key Performance Indicators*
- ♦ *Customer Satisfaction*
- ♦ *Standard's basic requirements*
- ♦ *Customer Specific Requirements*

This course certification states:
"Delivered by a trainer who meets the Qualification Criteria defined in Annex 2 of the Automotive certification scheme for ISO/TS 6949:2002".

FEEDBACK EXAMPLES
"Just right amount of information / detail."
"In-depth knowledge of the TS16949 criteria."

Top Management

Your Name

SYS
Systems Yield Success
ISO/TS
16949:2002

Customer Satisfaction

Strategy / Policy Deployment

In-house; Tailored Workshop

A programme of work separated by a gap to develop the company Strategy.

1:   Use key inputs into the Business from the Stakeholders to identify;
a. gaps in required information &
b. an initial view on the Strategy.

Gap Work: Company collation / creation of key information identified during '1' above.

2:   Review & Collate key information and documents, to agree and produce draft Business Plan Framework & validated Key Performance Indicators.

Ongoing;   e-mail and phone support provided.

Deliverables:
♦Strategy / Policy Deployment,
♦Draft Business Plan Framework,
♦Validated Key Performance Indicators,
♦Increased Competence of Management Team.

This activity aims to work with the management team both individually and in groups to give the most Effective result whilst also making the most efficient use of time .

Top Management