Process: Set-up

NQE
Global

1 — You book a free, no-committment consultation.

2 — We have a 1 hour consultation call where we'll discuss your project and the support needed.

3 — I will follow-up with details from our discussion and you will confirm if you're happy to go ahead with the service package. You will then pay the initial £200 fee.

4 — You'll send me relevant documents to review, e.g. a business case, existing project documents, information on related projects.

5 — I'll develop and send you a Project Charter and Project Scope **within 2 working days**.

6 — You, and any other key stakeholders, will review the Charter and Scope and provide feedback. This can be written, or we can arrange a 1 hour meeting. You will then pay the next £500 fee.

7 — I'll revise the Charter and Scope. I'll develop a Roadmap/Timeline and a Project Plan and send you all deliverables within **5 working days**.

8 — You will have 2 weeks to request a round of adjustments to any of the deliverables. You will then pay the remaining £1,300.

9 — If adjustments are requested, you will receive these **within 3 working days**.

10 — We'll agree the project plan and finalise costs for my support with the execution phase.