



Project-based Professional Service Package

Cloud Software Integration to Business

for Modern Entrepreneurs & Business Owners



SERVICE OVERVIEW

The main objective of this professional service is to help you purchase that right cloud-based software application and properly implement it across your business organization. Knowriel has expertise and experience in evaluating business software applications and this will be the key towards the systematic operation of your business.

In this 4 to 5 weeks acquisition and implementation program, we will work together in evaluating, selecting, purchasing, implementing and maintaining that business software application.

KEY INCLUSIONS

- 5 Phases Project Collaboration Between You and Knowriel
- Service Package of Php 20,000 *
- Flexible Payment Terms
- Cloud-based Software Technology Integration to Your Business
- Inclusive 3-day Training Sessions for 1 Admin and 3 Users Only
- Worry-Free Technical Setup and Deployment **
- Free eBook and Consulting Session with a Software Expert

** Does not include the total cost (or subscription fee) of software product*

*** Does not include high-level coding/programming*

PROFESIONAL SERVICE: CLOUD SOFTWARE INTEGRATION TO BUSINESS

Package Price: Php20,000 (does not include cost/subscription to software product)

Project Participation: 80% (Knowriel) / 20% (Client) Collaboration

Time Allocation: 40 to 45 hours, 25 to 30 days

SCOPE OF WORK:

Cloud Computing is the technology most modern software applications are built for. Cloud software application is proven to help small businesses across industries in managing their scaling up operation online. Software are developed to automate processes and manage information. The acquisition and deployment of cloud software application to business organizations involves several critical steps. Certainly, there is a right software application that can manage aspects of your operation. Here are some of the software products which Knowriel can help you acquire and implement to your business:

- Google G Suite – for Team Collaboration
- Microsoft Office 365 – for Document Management
- Salesforce – for Customer Relationship Management
- HubSpot – for Sales and Marketing
- FreshBooks – for Accounting and Finance

Any software application will do, for as long as we see its right fit to your organization. In order to make this program successful, here are the phases we will collaborate on.

WORK ACTIVITY DETAILS:

Phase 1: Evaluate the Needs of Your Organization

We will discuss the aspects or key areas of your business where you feel that there is a need for process automation. Software application could be applicable to any of the following value chain aspects of your company:

- Supply Chain Management
- Operations
- Distribution
- Sales & Marketing
- Service
- Product R&D, Technology, and Systems Development
- Human Resources Management
- Finance/General Administration

Our main agenda in this sensible meeting is to arrive in a decision of buying the software application that is best fitted to the requirements, budget and future plans of the business.

Note: From that decision, you will be asked to make an upfront payment part of which will serve as consulting fee for the next phase to commence.

PROJECT TIMELINE & PRICE BREAK

PROJECT PHASE	Week 1	Week 2	Week 3	Week 4	Week 5	NOTES / PAYMENT SCHEDULE	PRICE BREAK of your investment
Phase 1: Evaluate the Needs of Your Organization	●					1. 1-2 hour project discussion and planning 2. No upfront payment required as this is part of our trust-building initiative. You have the option to proceed or not. 3. Only when you decide to proceed, an upfront payment will be required.	20% Covers field of expertise and pre-consulting fee
Phase 2: Identify the Right Software Application for Your Business	●	●				1. Upfront payment of 40% as an Acceptance Fee 2. 1-2 hour meeting presentation for tentative software products to purchase	20% Covers field of expertise
Phase 3: Purchase and Deployment of the Software Application		●	●			1. Payment of 40% + cost of software product (price varies per provider) 2. Progress report discussion at the end of the week	20% Covers field of expertise
Phase 4: Full Implementation			●	●		1. 3-day Training session with admin and user of the software application	20% Covers training fee
Phase 5: Software Technology Consulting					●	1. Coaching/consulting session on Software Technology as a Strategy on Modern Business Operation 2. Final handover of software accounts 3. Payment of remaining 20%	20% Covers coaching/c consulting fee

Phase 2: Identify the Right Software Application for Your Business

In reference to phase 1, our main objective is to identify the specific software product to acquire and implement. In this phase, we will review the features and functionality of the software application. In doing so, we will be guided with the following software selection criteria:

- Deployment Model
- Market/Customer Level Served
- Vendor Tier
- Depth of Functionality
- Operating System

- Programming Language
- Application
- Pricing Model
- Features

Knowriell will research and prepare in advance a presentation for 3 software products available in the marketplace and compute for their ROI and TCO. At the end of this phase, we should have selected the right software application product to buy.

Note: You will be required to approve a contract and lodge another payment to be spent mainly on the purchasing and procurement process.

Phase 3: Purchase and Deployment of the Software Application

Knowriel's expertise in purchasing and procurement will ensure we will be getting the right software product at the right price. While there are readily available subscription plans or packages, we will go with 14-day free trial first to ensure that the offered product is bug-free, fully functional and with Service/Support Level Agreement (SLA) that will guarantee returns and benefits to our investment. From coordination to deployment to payment, Knowriel will handle everything for you.

Along the course, you or your staff may be requested to access the product, test it and provide feedback. A simple test checklist will be provided. This will help ensure the software application is working based on our expectations. Your payment to the software provider will be made based on this.

The steps involve in this phase can be summarized as follows:

1. Specification/Features/SLA Review
2. Account Registration
3. 14-day Free Trial Run-Through
4. User's Feedback Analysis and Action
5. Payment on Subscription
6. Administration/Implementation

Note: Receipts/invoices will be forwarded to you upon payment.

Phase 4: Full Implementation

You and your staff's participation is highly required in this implementation phase. Admin and users will be given each an account to access modules and pages. Series of training sessions will be conducted. In this 2 to 3-day training session, we would basically deal with the following subjects:

- Process Workflow
- Data Entry/Processing
- Report Generation & Interpretation
- Problem/Issue Reporting
- System Functionality & Limitations
- Documentations

Note: The Admin account will be handed over on the last day of the training.

Phase 5: Software Technology Consulting

Here, our Business Consultant will discuss best practices in working with software applications in line with your technological road map. This 2-hour session will allow you and your staffs to raise questions to better understand topics surrounding your new software technology and modern business operations.

INQUIRIES AND MORE INFO:

For questions and concern, please contact us via the following:

<https://www.knowriel.com/contact-us>
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