



Scale your business with a **Business Operations Partner**

Launch or scale your business with project planning,
strategy and business operations.

What is a Business Operations Partner?



A Business Operations Partner is a fractional Chief of Staff who assists business owners to scale or launch their business through operational support and Partnership.

ARE YOU...

- Someone who doesn't have the time to scale their current business or launch a new business alone?
- Someone who doesn't want to hire full time employees and only requires fractional help from someone experienced?
- Someone who wants to spend less time with the day to day firefighting and more time focusing on the BIG ideas?
- Someone who is looking for an invested partner to share ideas and collaborate over and above the services of an executive assistant?

Business Operations Partner Services



SERVICES

- PRODUCT LAUNCH
- STRATEGIC OPERATIONS
- PROJECT MANAGEMENT
- EXECUTIVE ASSISTANCE
- LOGISTICS
- PROCUREMENT
- CALENDAR MANAGEMENT
- PEOPLE AND TALENT MANAGEMENT

PARTNERSHIP BENEFITS

- SAVE TIME
- DEPENDABILITY
- ACCCOUNTABILITY
- EFFICIENT PRODUCTIVITY
- SMOOTH COOPERATION
- OPERATIONAL SUPPORT
- LONG-TERM PARTNERSHIP
- PROACTIVE PROJECT MANAGEMENT



The Business Operations Partner Package

The Business Operations Partner Packages are designed with small business owners in mind. If you want to scale your business but catch yourself spending time on day to day fire-fighting, operational inefficiencies and project management, this package is for you. Scaling your business is time consuming and working with someone with experience whom you can rely on is fundamental to giving you back your time to focus on the Big Ideas.

These packages are a six month minimum commitment to ensure you have an invested partner that can work with you long term to get your projects completed.



The Business Operations Partner Packages

Ask about introductory month offers with no commitment required!

PROFESSIONAL	<ul style="list-style-type: none">• Initial 30 minute consultation• 1 hour strategy session• 4 strategic meeting hours a month• 20 contract hours a month• Project plan and course of action timeline• Unlimited text/email correspondence• Minimum six month contract
VIP	<ul style="list-style-type: none">• Initial 30 minute consultation• 1 hour strategy session• 4 strategic meeting hours a month• 30 contract hours a month• Project plan and course of action timeline• Unlimited text/email correspondence• Minimum six month contract

Custom pricing for these packages. Please request a quote*

Business Operations Strategy Sessions

This package is designed for business owners who require touch points, growth tools and strategic planning sessions to help determine the next steps in their business. If your main concern is strategizing systems and day to day operations, we discuss ways to streamline business efficiency and automate operations so you are set up to focus more of your time on your big ideas.

In these sessions, we develop action plans with specific goals and launch timelines to ensure you are held accountable for getting the work done. Three month and six month strategy session packages also include clarifying your business model to help you strategize growth. As a bonus, gain access to worksheets and business operations tools to assist you.



Strategy Session Packages

SINGLE SESSION	<ul style="list-style-type: none">• 60 Minute Call• Strategic Business Operations support to discuss pain points and solutions• Worksheets and Action Plan Copies	\$239
3 MONTH PACKAGE	<ul style="list-style-type: none">• 2X 60 Minute Calls/Month• Business Canvas Model Session• Access to template reports and worksheets• Invested partner in your business growth journey• Personalized worksheets and action plans	\$1299
6 MONTH PACKAGE	<ul style="list-style-type: none">• 2X 60 Minute Calls/Month• Business Canvas Model• Access to template reports and worksheets• Invested partner in your business growth journey• Personalized worksheets and action plans	\$2299

Business Operations Kick Start

Introducing the dynamic 3-month "Kick Start" program tailored to empower your small business or startup on its path to success. This service encompasses strategic operations partnership support in one of the following areas:

1. Project Management: Expert guidance of project management and project management setup for your team on either Monday.com, Airtable, Asana, Notion or Excel Sheets.
2. HR Infrastructure: Understand the roles within your business and develop ways to track key performance indicators for optimal team management with basic Human Resources Infrastructure set up for your team.
3. Workflow Analysis: Analyze your most frequently used systems and processes for your business and guidance on ways of formulating more efficient workflows.
4. Formulation of Assets: Using Wiki tools, specifically Notion.io or Confluence to set up a base for all your business assets in one place.
5. Learning Management Systems: Training Course creation to optimize learning for your team or your clients using Articulate 360 Course Creation.

This is designed to provide invaluable support across various facets of your business, ensuring a robust foundation for sustainable growth. With a focus on enhancing operational efficiency, fostering strategic thinking, and working together to start making meaningful impact on your business's scaling potential. This is the 3-month catalyst your business needs for accelerated success.

Business Operations Kick Start

<p>3 MONTH PACKAGE</p>	<ul style="list-style-type: none">• 2 - 60 minute strategic meeting sessions/month• 8 contract hours of service/month• Unlimited ongoing support through email or text.• Project management• Only offered as a 3 month package with the option to add on additional months. <p>RoadMap</p> <p>Month 1: Strategize/brainstorm and planning. Develop an action plan.</p> <p>Month 2: Develop assets</p> <p>Month 3: Use team feedback to make modifications and re-evaluate if needed.</p>	<p>\$1499/mth</p>
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Cost of software/technology is not covered under this service. Must be paid by the business owner*
Additional months at \$1400/month