



Learn through Sharing

The HMCS team aims to create the ability for enterprises to capitalise on synergy to improve the way the work gets done, knowing how to maximise staff participation, productivity and satisfaction in the work place.

Vision

We strive to be a company that provides innovative, cost effective solutions by having SMART options in place, brief encounters with the highest impact.

We want to make a difference through sharing and transferring knowledge and skills and uniquely use our experiences as consultants to share the lessons learnt in what went wrong and how to fix it.

Values

- ❖ People come first
- ❖ We appreciate each other
- ❖ Allow freedom to succeed
- ❖ We respect each other

Excellence becomes more clearly defined and quite visible in our approach towards everything ... when it is a living reality built upon integrity ...

Services

Established in 2006, HMCS cc offers a range of consulting services in project management, strategy and business planning, project governance consulting and knowledge management. In January 2008, HMCS IT Consulting becomes the newest division of HMCS cc, extending the services offerings to our clients. From the implementation of secure Networks, to Network Administration, to Web Development and Design, to SharePoint Consulting and Development, to the development of custom applications, the development of IT Policies and strategies, and much more...we have the resources, skills and tools to assist you and your organisation to achieve your goals efficiently and with great success.

Facilitation Service

HMCS cc provides *Facilitation services* to lead and facilitate workshops constructively and collaboratively to empower the participants to create their own solution, thereby bringing about direction through consensus or consent.

Facilitating makes it easier for a group to function in order to achieve its aim while at the same time making a process of learning available so that the group can grow as it attempts to achieve its aim. Each intervention is uniquely designed to cater for the requirements of our clients. Our facilitation service categories are outlined below.

Strategy and Business Planning Workshops

- ❖ Strategy compilation
- ❖ Planning execution of strategy
- ❖ Managing change due to strategy
- ❖ Business case definition

Project Planning Workshops

- ❖ Conceptualisation - Defining the high level scope of a programme or project
- ❖ Project planning - Detailed Scoping
- ❖ Sub-Project planning - Defining major tasks and detailed activities to be performed and completed at the sub-project level
- ❖ Project closeout and phased reviews -Formal close out of projects and handover to business
- ❖ Project refocus workshops
- ❖ Project schedule development (MSP)

Ad-hoc workshops

- ❖ Customised workshops
- ❖ Team Building
- ❖ Issue Resolution

Training

- ❖ Fundamentals of Project Management (NQF Level 4)
- ❖ Project Management - Advanced
- ❖ Microsoft Office Training
 - SharePoint Designer
 - SharePoint End User
 - Microsoft Project 2007

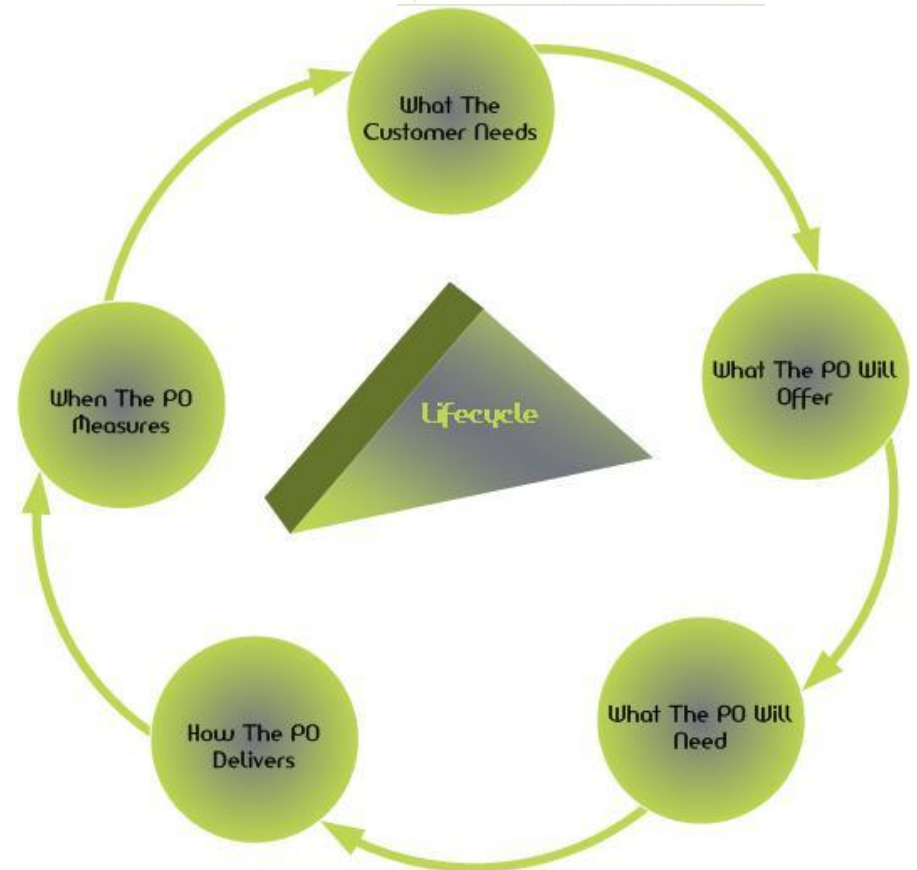
Project Management

HMCS cc provides *project management services* to increase the success of projects across your enterprise by delivering results in a no-surprise manner...on time, on budget, and meeting customer expectations.

The project office blueprint is always unique to the organization and is not pre-empted by "out-of-the-box" solutions. It rather focuses on what your stakeholders' specific needs are and how you deliver the services expected from your project office.

Our philosophy is encapsulated in the life cycle below. The motto is to keep it simple and focus on getting the job done.

Our intervention will enable your project office to provide the leadership necessary to improve and expand project management across the enterprise through standardization & monitoring, coordination & communication, mentorship & guidance, and the provision of tools & resources.



Standardization & Monitoring:

Enable consistent project performance across the enterprise by:

- ❖ Establishing and continually evolving the Project Management Method that is aligned with industry standard project management methodologies (Project Management Institute)
- ❖ Increasing productivity by implementing tools, methods and organizational governance
- ❖ Gathering consistent, relevant and accurate data on projects for strategic planning purposes, resource optimization and process improvements
- ❖ Monitoring project progress and execution, and interceding where required in order to ensure project success
- ❖ Staying abreast of industry best practices and ensuring the Project Management method remains aligned with these processes when considered applicable

Coordination & Communication:

Monitor and report on projects from an enterprise view in order to facilitate strategic project portfolio management by:

- ❖ Ensuring project prioritizations follow the organization's strategic themes
- ❖ Overseeing project personnel and budget allocations in order to align resources with established targets
- ❖ Establishing an effective resource allocation strategy to make short and long term fiscal planning possible
- ❖ Communicating progress of projects to operational managers and stakeholders

Mentorship & Guidance:

Advise on best practices, and assist Project Managers to:

- ❖ Define project requirements and build viable project plans
- ❖ Develop and maintain realistic project schedules and budgets
- ❖ Evaluate and address project scope change requests
- ❖ Analyze and mitigate risks
- ❖ Incorporate quality assurance measures into project execution
- ❖ Measure and report on project status
- ❖ Disseminate project information to all stakeholders

Provision of Tools & Resources:

Make available convenient access to a pool of information, reference material, and training for Project Managers including:

- ❖ Document repository of project data comprised of relevant project documents, project status reports and lessons learned
- ❖ Process checklists, document templates, reference documentation
- ❖ Training on Project Management Method and accredited Project Management Training
- ❖ Project benchmarking with other projects and/or industry best practices

Project Governance Consulting

HMCSC cc provides *project governance consulting services* to help authorised people initiate and run projects according to a set standard where adherence ensures successful delivery of projects aligned with strategic objectives.

It is argued, that since Corporate Governance now places responsibilities on Boards' to monitor organisations' performance, there is a further responsibility of 'Governance of Project Management'.

This encompasses the need to control and demonstrate:

- ❖ Assurance that projects are being managed well and in accordance the requirements of Governance across the Enterprise;
- ❖ Assurance that portfolio management is optimising the return from corporate resource and maintaining alignment with strategic objectives;
- ❖ Assurance that strategic projects are not exhibiting conditions of project failure;
- ❖ Governance and key relationships with project management as depicted in the following table.

Corporate Governance	Project Management
Achievement of Strategic objectives	The Management of Strategic Projects
Accountabilities	Project Sponsorship
Performance Mgmt & Controls	Project Performance Measurement
Effective use of Corporate Resource	Portfolio Management
Enterprise Risk Management	Project Risk Management

Some people make things happen, some watch while things happen, and some wonder "what happened?"

Knowledge Management

Implement Knowledge Management to identify, create and distribute knowledge for future use. Knowledge management is intended to achieve specific outcomes such as shared intelligence, improved performance, competitive advantage or higher levels of innovation.

With the assistance of the HMCS team the following capability is implemented:

Shared learning

It captures tools or innovations implemented problems solved, best practise developed a quick fix or a good idea. It's a process of where by groups of people share knowledge.

Community of interest

It's aimed at the future and avoids current hierarchy and avoids the day to day realities, it offers opportunity to network and gain a measure of others thinking and knowledge creation ability in the shape of unstructured forums.

Community of practice

A network of people who share a common goal in shared knowledge or competence and are willing to work and learn together over a period of time to develop and share that knowledge. It provides a value build vehicle for developing, sharing and managing specialist knowledge. Avoid re inventing the wheel. It generates new knowledge in response to problems

and opportunities and provides access to expert help in a non threatening forum to test ideas.

Peer assist

A process where a team of people who are working together call a meeting or workshop to seek knowledge and insights from other people.

This is useful to gather knowledge before embarking on a project or piece of work or facing a specific problem or challenge. It also promotes shared learning's between teams and amongst people and build relationships

Expert locator

It's an organisational mechanism designed to assist employees that require advice from experts in the organisation, in principle it contains the information to:

- ❖ Know who knows what
- ❖ Know which abilities to grow
- ❖ Know who's expertise we should have on tap
- ❖ Know who we need to recruit
- ❖ Know where to find our current experts in the organization

Project retrospective

A discussion of a project or any activity, in retrospect, that enables the individuals involved to learn:

- ❖ What happened
- ❖ Why it happened
- ❖ What went well
- ❖ What needs improvement
- ❖ What can be done differently in future

IT Consulting

HMCs IT Consulting can assist your business in achieving both a successful internet presence as well as developing custom solutions to assist in the day to day running of your organisation.

With more than a decade's experience in all facets of IT, including:

- ❖ The development and Implementation of customised solutions
- ❖ Network design (LAN & WAN)
- ❖ Network Installations (LAN & WAN)
- ❖ Drafting and Design of IT Policies
- ❖ Development and Design of IT Processes and IT Strategies
- ❖ Provision of Customized Training
- ❖ Business Analysis

SharePoint Consulting

HMCs IT Consulting has vast experience in the development and implementation of custom SharePoint solutions. With successes in the deployment of over 20 highly customised solutions, and collectively over 7 years experience in working with the product, you can be assured that we can provide a scalable solution that best fit your organisation. HMCs IT Consulting is recognised by the International SharePoint Professionals Association.

What is SharePoint?

SharePoint is a web based application that provides collaboration, document management and intranet services. SharePoint allows the uniform distribution of information across the enterprise, thus

enhancing the productivity and efficiency at which a business operates

What are the benefits in Choosing SharePoint?

- ❖ Document Management
- ❖ Knowledge Sharing
- ❖ Collaboration Services
- ❖ Workflow
- ❖ Calendar sharing
- ❖ Rapid development time of custom applications

Co. Reg. No: 2006/143576/23

VAT No: 4210233088

Block B, Unit 7, Heuwelsip Office Park, cnr Seedcracker and Spinetail rd, Heuwelsip Estate, Celtisdal Ext 20, 0149

E-mail: hanti@hm-consulting.co.za

E-mail: info@hm-consulting.co.za

Web: www.hm-consulting.co.za

Fax: 086 690 9942

Desktop Support

HMCs IT Consulting Desktop Support provides assistance to any owner of a computer on an hourly and/or monthly support rate and is available to its customers 24/7.

Hardware and Software Sales

HMCs IT Consulting partners with the likes of Microsoft, Dell and other well known wholesalers to provide its clients with the best prices for their needs.

Contact Us

Person	Contact details
Hanti Mitchell	082 757 4577
Vincent van Rooyen	072 100 9256
Additional details	
www.hm-consulting.co.za	info@hm-consulting.co.za
Fax: 086 690 9942	

Partners and Memberships



Co. Rep. No: 2006/143576/23

VAT No: 4210233088

Block B, Unit 7, Heuwelsip Office Park, cnr Seedcracker and Spinetail rd, Heuwelsip Estate, Celtisdal Ext 20, 0149

E-mail: hanti@hm-consulting.co.za

E-mail: info@hm-consulting.co.za

Web: www.hm-consulting.co.za

Fax: 086 690 9942