

# Brian Forrest Services

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## BUSINESS AND IT SERVICES:

Strategic Business Planning  
Strategic Problem Solving  
Business Process Re-engineering  
Software / Hardware Engineering  
Systems Analysis / Procedures

Project Management  
Operations Management  
Facilities Management  
Budget Management  
Training / Presentations

Organizational Development  
Leadership / Motivation  
Recruiting / Mentoring  
Negotiating / Facilitating

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- Technology implementation – PCs, Servers, Printers, Networks, Internet, E-Mail
- Telecommunications equipment and service analysis – phone systems and long distance
- Electronic Forms - review and analysis to reduce paper, mail and labour costs
- Systems integration and implementation – make it work for you and your business
- Data movement and integration with external systems
- Business acquisition “due diligence analysis” and strategic IT planning
- Business process review and re-engineering
- Documentation of business processes
- Short term IT planning for quick hits and rapid deployment during business growth spurts
- Strategic long term planning for Information Technology and business process changes
- Design, prototyping, development and implementation of custom business applications
- Web based applications – business website - customer portal – e-commerce application
- Order entry and order process review from initial request to final delivery
- Billing system review including collections review and cash flow analysis
- Warehouse Management systems – manual and automated
- Purchasing and Inventory Control systems
- Physical Inventory count systems – manual and automated
- Security planning for internet access and egress including e-mail and remote access
- Preventative maintenance analysis - reduce maintenance and repair costs

- Negotiations with third party provider of services
- Testing of existing and potential employees on standard office software
- Employee business application and technical training
- Emergency Evacuation Planning – fire drills, fire monitoring and physical site security

***The difficult we do right away ... the impossible takes a little longer!***