



**MIM Management Services** commenced operations in July 1998. Its main platform was to provide consulting services in the area of business management as applied to small and medium sized enterprises. The real difference between consulting services offered by the MIM Management team has been the effective combination of wide practical experience at operational management level in private and public companies combining with innovative processes and modern management technologies. The results are directed at achieving long term solutions for its customers that add real value to their business. Three core services are now offered:

## Business Development

### Services Offered

- 1. Business planning** - one of our core business activities is to assist businesses to design their future by facilitating the compilation of a business plan. Strategies and management improvements are designed around output from the management diagnostic and innovation assessment tools, and from consultation with shareholders, Directors and key members of your management team. Two options are now available that utilise new and effective processes and tools to get the right result:
  - Comprehensive business plan (comprising of a Strategic Plan, Management Plan and Financial Plan); or
  - A Strategic Plan.
- 2. Management review** - this is a diagnostic tool that we have developed that determines the degree of proficiency of management practices in five key areas of your business. It is akin to undertaking an "X-Ray" of your management structure that will highlight strengths and weaknesses in your business management practices and processes.
- 3. Innovation assessment** - we have developed an innovation assessment tool that will determine how innovative your business is and where it can help to differentiate you from your competitors. It will also determine how ready your business is in terms of expanding the levels of innovation.

- 4. Systems** - to improve management controls for small to medium sized enterprises we have developed a 13-week cash flow monitoring system, a time control database, an estimating system and an employee records database system. In addition we have developed holistic OHS and Quality Assurance management systems and other specialised databases.
- 5. Financial reporting and diagnostic services** - most accounting advisers provide services to businesses that assist with tax accounting and tax optimisation. This is essential, however these management accounts are rarely structured to give meaningful information that will assist with the interpretation of their business performance. We can assist with improved financial performance analysis and reporting structures.
- 6. "Ready for Sale"** - it is an important consideration to commence to structure your business "ready for sale" at an early point in time. This will involve succession planning, codifying technologies, structuring the management of the business, implementing the business plan and ensuring reporting systems are accurate and efficient. This will allow management of the business independent of the founder, thus encouraging a new investor to purchase a business managed by more than just one key person.
- 7. Financial Modelling** - we have specialist software and skills to simulate a new or existing business and complete a budget or forecast including profit & loss, cash flow and balance sheet projections. This tool can also be used for investment comparatives using discounted cash flow analysis.

- 8. Facilitation** - we facilitate strategic planning conferences by leading discussions and coordinating responses, leading brainstorming and ideation sessions, assisting decision making and evaluating options.

## Project Management

Our experienced staff are well versed in the rigors and disciplines involved in project management in engineering and construction activities. We are proficient in managing projects, especially those with a high degree of complexity. Project planning, monitoring of costs, time and variations to contract combined with effective contract administration are core competencies. Specifically our Project Managers:

- Review and interpret manufacturing specifications;
- Effectively schedule contract works;
- Set up and administer performance monitoring tools;
- Set up and administer contract variation monitoring systems;
- Prepare meaningful progress reports;
- Monitor and expedite major capital works in construction or manufacturing projects

## Executive Support

**MIM Management** are now in a position to offer its customers temporary executive placement to assist with managing your existing business, or a new business start up. This could be for short to medium term placement, on a full time or part time basis, utilizing one of our key staff as your interim manager. This service can also be extended to launching new technologies in new or existing businesses or to manage mergers, acquisitions, restructuring or R&D projects.