

Small businesses need to focus on their business, not Information Technology worries. It's often the case that people are performing multiple roles in a small organization with one of them being the "IT Guy." While this is fine, that one persons productivity often suffers by having to perform backups and user administration. Or, worse yet, these tasks are not performed.

Our Boot Camp service is a 1-2 day seminar type activity in which many of these issues are identified and discussed. This program is specifically designed to help organizations such as yours, move beyond the thresholds and leverage Information Technology to competitive advantage rather than just sending email.

Prior to the first day a meeting is held via phone to level set both Delmarva Group as well as our clients. We'll discuss and refine the agenda as well as the goals of the process. It's vital that we're on the same page in order for this session to be highly beneficial.

The first day of the seminar kicks off with a team meeting to brainstorm about the current environment. Additionally, we'll talk about issues and goals to achieve in the short, medium and long terms. All items will be prioritized so the resulting report can accurately assess what actions should be taken.

The afternoon of the first day will consist of a sponsor interview as well as interviews with sponsor suggested key people. These interviews will take a one on one approach to get people to open up and delve a little deeper into problem and their ideas for improvement going forward.

If needed, the second day of the session can be spent onsite continuing the interview process. This time is invaluable as it's likely the only time we'll get focused time with other key members of the team.

If this time can be spent away from the client site, analysis and initial writing of the results takes place to expedite getting results to the client.

The final result of such an engagement is a report that contains the following:

- 1) Short, Medium and Long Term Directional Ideas
- 2) An Intellectual Property Safety Report
- 3) A Backup Strategy and/or Verification
- 4) A Disaster Recovery Plan and Strategy
- 5) A Key Process Workflow Assessment
- 6) A Brief Documentation of the Current Environment
- 7) Suggested Final Environment

Results are generally provided in about a week after the final session. Average engagements vary in cost based upon the size of the client and the amount of topics to be detailed.

Please feel free to contact us with any questions you may have. info@delmarvagroup.com