



# Harmonize Your Organization With An OpenAir Tune-Up

## ***Are you maximizing the value using OpenAir?***

We specialize in business operations assessments to identify

- ◆ how data is being captured
- ◆ how OpenAir is used within your business processes, and
- ◆ how effective the reports are from OpenAir which are used to drive your business.

This 2 day engagement with our industry and OpenAir experts will provide you with best practices and guidance for system and business process changes to harmonize your organization!

***Don't have the staff to execute on the recommendations?*** TOP Step can quickly complete the changes you need in your OpenAir system and provide training to your staff.



## **Benefits of an OpenAir Tune-Up**

**Increased end-user  
adoption**

**Reduced administration  
by streamlining system  
usage**

**Removal of workarounds  
by leveraging new  
features**

**Best practices discus-  
sions by OpenAir user  
community advocates**



# OpenAir Tune-UP Process

## **Tune-up Preparation**

The OpenAir Tune-Up begins with TOP Step reviewing your current system configuration to identify discussion areas with your team. Configuration areas include

- ◆ Types of users and roles
- ◆ Modules used and key feature activation
- ◆ Global system settings
- ◆ Custom field setup
- ◆ Reports configured and used most often

## **Tune-up Diagnosis**

With our extensive knowledge of available features and experience in system deployments, TOP Step Consulting prepares recommendations for OpenAir system changes. Recommendations are discussed with your team in the context of your business processes including:

- ◆ Opportunity Management
- ◆ Client Management
- ◆ Project Management
- ◆ Resource Management
- ◆ Financial Management

The Tune-Up recommendations are structured so you can implement as much or as little as you want. It is completely up to you!

## **Who should attend a Tune-Up session?**

**System Administrators**

**Business Analyst**

**Project Managers**

**Resource Managers**

**Operational Managers**

**IT**

## **About TOP Step Consulting**

Top Step Consulting improves business efficiency and productivity for Professional Services business operations. We help you achieve your profitability goals allowing you to focus on building your business.

Our experts have extensive experience in PS business operations, project management, and PS automation with both local and global Professional Services organizations.

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