SIGMA
INTEGRATED BUSINESS SERVICES INC.
TECHNOLOGY | SOLUTIONS | TRADE | GROWTH

CONNECTING OPPORTUNITIES.

SIGMA BUSINESS SERVICES / BRITISH COLUMBIA

Process and System Readiness

Clear workflows. A practical next step. Prepare one business workflow for growth, consistent execution or a system change with a clearly defined documentation assignment.

WHEN THIS SERVICE FITS

For operations leaders and system project sponsors facing unclear handoffs, inconsistent instructions or undocumented requirements.

A FOCUSED FIRST ASSIGNMENT

Facilitated discovery sessions, review of existing documents, mapping of one agreed workflow and a review with the relevant process owner.

WHAT YOU RECEIVE

01 Current process map with key handoffs

02 Responsibility record for the selected workflow

03 One agreed SOP or requirements register

A shared reference for how the work moves, who owns each handoff and what needs to be clarified before the next change.

WORKING WITH YOUR TEAM

SIGMA facilitates, documents and reports within the agreed scope. Appoint the process owner, make staff and documents available, review the draft and approve the final workflow. Draws on prior professional experience in business process analysis and project delivery. This experience predates SIGMA.

Start with one priority. Arrange a 30-minute introductory conversation. Agree the deliverables, timeline and project budget before work begins.

Book a Complimentary Consultation

30 minutes | Zoom

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