

Business Aptitude

Practice Development Services



Workflow Audit and Development Program

Does your firm achieve or exceed the following benchmark standards in relation to workflow and production? Do you measure these benchmarks on a consistent basis? (Source: GBU 2010 results)

- Revenue per partner : \$1,145,570
- Productivity (all fte) : 58.5%
- Work in progress days : 17
- Debtor days : 45
- Net write/offs : 0%

BA smartWORK is a proven approach to achieving positive change in relation to workflow management. We will work with Practice Management software such as MYOB Viztopia, APS and Handisoft as well as other service providers to achieve significant improvements in production and productivity for accounting firms.

5 Steps to achieving greater control over your workflow

1. Workflow Audit, including review of key benchmarks relating to production and productivity.
2. Development of action plan with clear priorities, responsibilities, timelines and measurement criteria.
3. Implementation of BA smartWORK's workflow monitoring system.
4. Ongoing one-on-one support as required to drive and support the implementation process. Will include access to formal procedures, checklists and other documents to ensure that your team is compliant.
5. In-house training program covering all aspects of workflow management.

The Workflow Audit will give you a clear understanding of the strengths and weaknesses of your current workflow management structure, with clear recommendations for moving forward. From there, we can assist in the implementation process if required.

For further information, contact Business Aptitude on Ph 02 9904 8400 ... or send us an email at support@bizaptitude.com.au

Contact us about the training we provide to help firms service their clients more effectively

Ph 1300 883 789

Take Control of Your Time – Create more time to grow your firm

Visit www.bizaptitude.com.au for our comprehensive time management program designed specifically for accounting firm. Train your team in your own office, at a time that suits you.

Practice Management Tips from Business Aptitude

Business Aptitude, one of Australia's leading Practice Management consulting groups, provides hands-on support to accounting firms in the areas of strategic planning, systems, team development, client management and external communications.

Call 1300 883 789 or email enquiry@bizaptitude.com.au for feedback and advice on practice management issues and enquiries.

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