



SARCO
Consultants LLP.

Profit from Corporate Excellence



SEMOPS
Your Business. Organised.

SARCO's Excellence in

Mastering & Optimising Processes & Systems

“The biggest room in the world is the room for improvement.” – Helmut Schmidt



***SEMOPS** is your best bet in your journey towards world class Business Systems and Processes, and for fostering a culture of Continuous Improvements..*





*"If you can't describe what you are doing **as a process**, you don't know what you're doing."*

– W. Edwards Deming



What Is a Business System and Why Do You Need One?

When we apply

- ❖ defined principles and
- ❖ practices

to the systems and processes that

✓ deliver value to our customers,
we're creating what is often referred to as a "business system."



Systems and processes are the essential building blocks of our companies. Every facet of your business—on the shop floor, in the warehouse or in the office—is part of a system that can be managed or improved by applying correct principles.

Creating effective business systems often unifies the problem solving and decision making of the organization.



What Is a Business System and Why Do You Need One?

There are several compelling reasons to implement a business system.

Improving Business Performance



Consistent, Sustainable Results

The business system gives you a “process to fix your processes.”

Meeting Customer’s Expectations

If you use a systematic approach, your organization will have constant information on areas that need to be improved and you will begin to understand the unmet needs of customers.

Better Experience

All Stakeholders – Customers, Suppliers, Investors, Employees derive a much enhanced level of experience in their dealings with your Company. This translates to better Business through increased loyalty



The SEMOPS Model

SEMOPS

*Strategic Plans &
Business Objectives*

Business Systems

Business Processes

- ❖ Extent & Coverage
- ❖ Technology
- ❖ Integration
- ❖ Security
- ❖ Data Capturing
- ❖ Information processing
- ❖ Decision Making

Continuous Improvements

Periodic Reviews

Risk Assessments

Training

- ❖ Extent & Coverage
- ❖ Documentation
- ❖ Performance Standards
- ❖ Resource Requirements
- ❖ Metrics for Measurement
- ❖ Communication
- ❖ Pro-active Measures

*Strategic Plans &
Business Objectives*

Not part of SEMOPS – Please ask for CEP

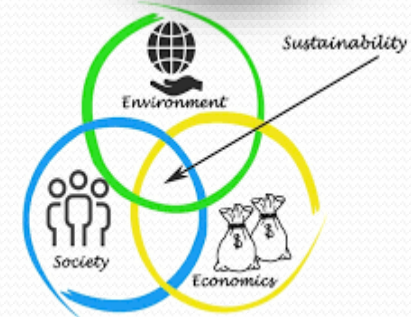


The SEMOPS Model




The SEMOPS Advantage

- Increased **Growth & Profitability** through:
 - ✓ Emphasis on **Formal Planning** and **Systems**
 - ✓ Sharper focus on **Value-drivers**
 - ✓ Better controls on **Cost-drivers**
 - ✓ Vastly increased **clarity** in what needs to be done
 - ✓ Elimination of **Duplication of Work**
 - ✓ **Mistake-proofing** across all Processes
- **Sustainability** through:
 - ✓ **Formal Review** and **Corrective Action** Process
 - ✓ **Continuous Improvements** initiatives
 - ✓ Regular **Training** and **Upgrading** of Skills
 - ✓ Vastly enhanced **Employee Morale** leading to **Engaged & Committed Employees**



Deliverables (Example: 20-50 Crore Co; 1 HO+2 Locations; < 50 employees)

Deliverable	Content	Timeline
Activity Mapping Report	<ul style="list-style-type: none"> *Right Person for the Right Job issues; *Redundancies in Operations; *Duplication of Effort; *Collaborative / Team Working Issues; *Undue Person Dependencies; *Parallel Systems in place (to be rooted out!) 	<p>Within 3 months of commencement</p> 
System Study Report, with Gap Analysis	<p>Gaps identified in terms of:</p> <ul style="list-style-type: none"> * Functional Areas: <ul style="list-style-type: none"> * System V Existing Requirements * System V User Awareness * System V Best Practices * Non Functional Areas: <ul style="list-style-type: none"> * Availability and Reliability * Data / Information Quality and Security * Future Readiness including Upgradability / Scalability * Risk in terms of Compliances, Redundancies and Dependability <p>With Recommendations and Roadmaps for Improvement</p>	

Deliverables (Example: 20-50 Crore Co; 1 HO+2 Locations; < 50 employees)

Deliverable	Content	Timeline
Department Manuals Policies, Procedures, Standards, Guidelines	The Departmental Manuals contain the details of working and organisation of individual departments; Policies (Mandatory edicts by the Management), Procedures (How things are done – keeping LEAN practices in focus), Standards (Minimum attributes / metrics that significant activities must conform to – great for Continuous Improvement Initiatives) and Guidelines (Recommended practices) are set out in appropriate manuals.	Within 2 months of approval of System Study Report
Training	Trainings shall cover a Change Management Workshop to begin with for all employees, and subsequently training with respect to changes in individual departmental personnel shall be provided. Cross functional teams shall also be considered, where appropriate	Within 2 weeks of freezing of above Manuals



Deliverables (Example: 20-50 Crore Co; 1 HO+2 Locations; < 50 employees)

Deliverable	Content	Timeline
Implementation Feedback Reports	Points for Improvements / Refinements to various Manual items, as encountered during the Implementation phase (Normally 2 - 3 months)	Need based
Quarterly Audit Reports	Audits shall be conducted on a Quarterly basis, and findings thereof shall be communicated via Audit Reports	Quarterly basis

The example given (20-50cr Company etc is illustrative. We have fabulous Solutions for Start-ups, smaller Companies and we have performed for Companies having a turnover in excess of 800 Crores!).

We are also with you should you require significant Software Development. We could either develop the Software for you, or assist you in procuring the Software by preparing the Request For Quote (RFQ) document; Shortlisting Vendors; Finalising the Solution & Implementation Support (This is taken as a separate assignment.)

*For SARCO - **SIZE** does not matter; **Industry** does not matter!!!*



The SARCO Assurance

Partnering with us will give you the

COMPETITIVE ADVANTAGE

you dreamt of!!!

So you enjoy

SUSTAINABLE

GROWTH & PROFITS



THANK YOU!

We look forward to a long and mutually rewarding association with you!



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