ESSENTIAL TASKS

Employment issues
-contracts of employment
-register as an employer
-payroll
-subcontractor agreements
-personal health insurance
-pensions
-car scheme?/policy
-expenses policy

Financial
-auditors/initial planning advice
-business plan: core
-register for VAT
-open bank accounts
-business plan: ventures, mutual etc

Register companies
-company structure (h-g-l)
-ownership structure (a shares & b shares, ownership of ltd but not group, group but not holdings etc)
-mem and arts issues (e.g. board(s), something wacky?)

Strategic/PR/Marketing
-mission statement
-logo design (Verscoyle onto it?)
-launch publicity material
-"calling card" credentials material
-marketing plan
-marketing database

Shopping list
-computers,
-computer communications (faxes, modems, printers, cables)
-telecommunications (switch, phones, v-mail)
-software products (see separate below)
-information service subscriptions (corporate services, Internet? Compuserve?)

Insurances
-employers,
-professional indemnity,
-property,
-key person,

Stationery
-printing source (both initial stationery and facilities for producing deliverables)
-photocopier
-general stationery

Quality
-quality policy
-critical procedures (e.g. meetings, scheduling, time recording etc)
-design forms etc
-formal quality system (ISO9001)

IT FUNCTIONS AND POSSIBLE PRODUCTS

<u>FunctionSuggested product</u>

GroupwareLotus Notes

Office tools:Microsoft Office
*   spreadsheet
*   word processor
*   rdbms
*   e-mail (if needed)

Graphicsto be agreed - Microsoft product? Harvard?

Accounting:Scala
*   general ledger
*   sales ledger
*   purchase ledger
*   time recording

Contact/marketingto be investigated - groupware? Scala? RDBMS? How integrate well?

Payrollmanual (Kalamazoo) until 20+

Project control/managementto be investigated (?Scala for scheduling, ?Instaplan for larger projects)

Personal organisationLotus Organiser

Risk ManagementPredict!