ONLINE BUSINESS MANAGEMENT
OBM
SOLUTIONS

MONTHLY PACKAGES

OBM PACKAGE

- 20 hours   R14 000
- 30 hours   R20 250
- 40 hours   R26 000
- 50 hours   R31 250
- 60 hours   R36 000

PROJECT ONLY

- 15 hours   R6 750
- 20 hours   R8 000
- 30 hours   R10 500
- 40 hours   R12 000
- 50 hours   R13 750
- 60 hours   R15 000

VA PACKAGE

- 10 hours   R5 000
- 15 Hours   R6 750
- 20 hours   R8 000
- 30 hours   R10 500
- 40 hours   R12 000
- 50 hours   R13 750

Please thoroughly peruse the different package descriptions below

OBM PACKAGE

A MINIMUM OF 3-MONTH COMMITMENT

The "OBM Package" gets you an OBM (Online Business Manager). Hiring an OBM is the equivalent of hiring a big business COO (Chief Operating Officer) for a small business to be your second in command to manage your operations, team, projects, and metrics in your company. Your right hand. The Goal? Free your time up. Get you in a position to focus on the vision and growth of your business. You get a partner to execute your vision without having to pay a full-time salary, a partner that does not own any equity, and no long-term contract is required to secure these services. The benefit of having an OBM/Virtual Business Manager is that it is more cost effective than having a full-time employee providing management and operations support. A full-time employee requires office space, utilities, equipment, and benefits that add up to considerably more expenses than hiring a virtual support professional team. The other benefit is that you can decide how many hours you need your OBM and VA team a month and this can change after each minimum period expires, whether you want to decrease or increase the hours of support each month.

Strategy & Execution
We provide support on a management level which includes having strategy days with you and planning short and long-term goals. We do not just focus on freeing your time up, we also want to take action with a focus on growth.

Manage your OPERATIONS:
-Write SOPs (Standard Operating Procedures) in order to systemize your business. This increases shareholder value and creates a predictable written process for each function which makes onboarding new team members a breeze. This is what will allow your business to run without you as systems provide you with the same positive operational result every time. We at OBM Solutions believe that if you have the right systems in place and manage those systems, team or people management is almost effortless. Manage the systems, not the people.

Manage your TEAM:
-Recruit, hire, onboard, manage, and drive a performance review culture. Your virtual team will need clear SOPs, policies, a code of conduct, and constant feedback on performance.
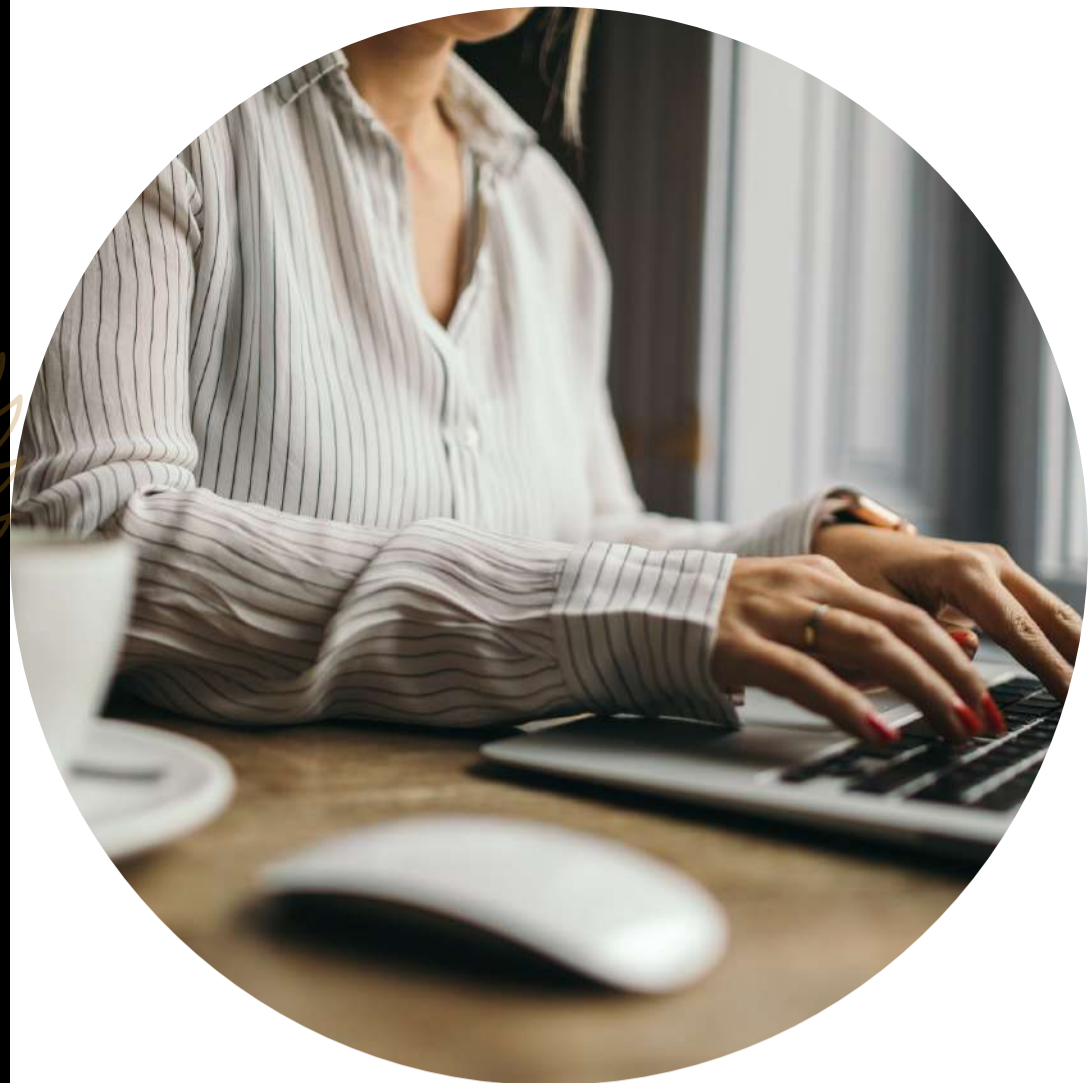
Manage your PROJECTS:
-Create marketing campaigns, update websites, launch a new service, and write internal or external communications programs – we can find a way to do all of your projects effectively and efficiently.

Manage your METRICS:
-Every business is different but each business should be managed by the numbers. Those important KPIs (Key Performance Indicators) are different depending on the business model and industry. We will find and help grow the good numbers that make your business tick.
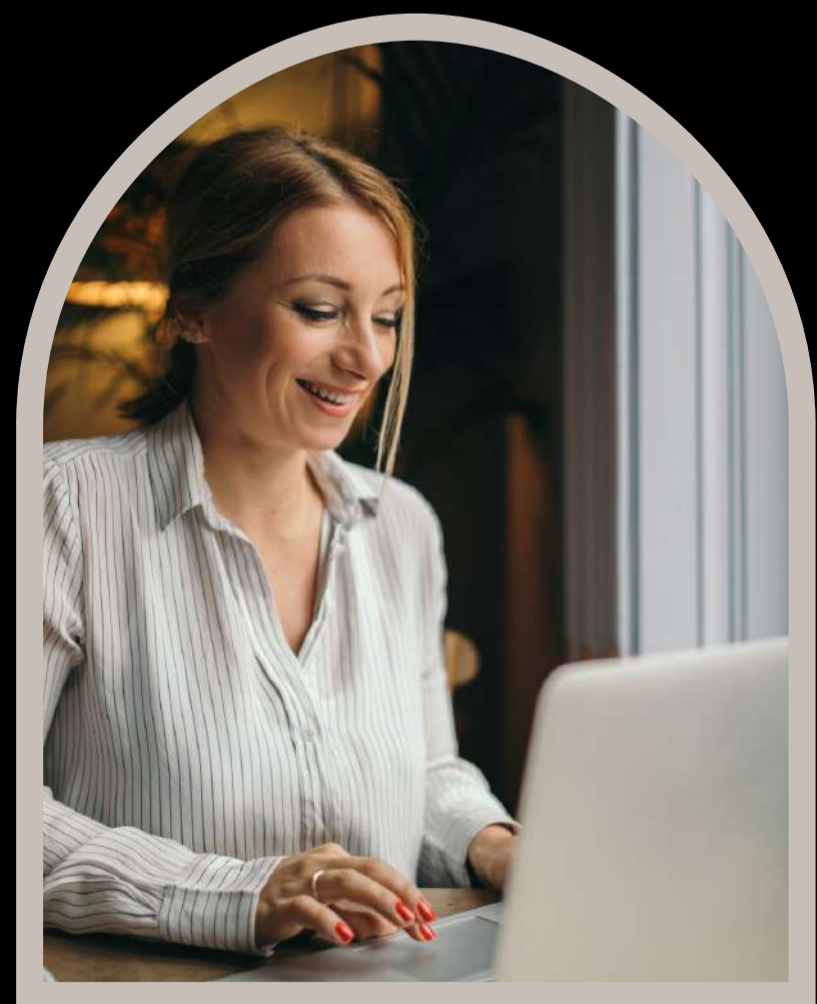
Project Only Package

This package is for that business owner that wants to manage his own operations and team but requires help with that once-off project, whether it is a launch, marketing campaign, or internal communications program. Our *"Project Only"* package will afford you a Client Experience Manager to work as a team to get things done. No monthly commitment as you only pay for the hours used for the overall project. A 50% payment upfront will be applicable and the balance upon completion.

- **Project Planning:** Developing comprehensive project plans, including defining project scope, objectives, timelines, and milestones.
- **Task Assignment:** Assigning tasks to team members and ensuring that responsibilities are clear and well-communicated.
- **Resource Allocation:** Allocating resources, including human resources, tools, and budget, to support project execution.
- **Timeline Management:** Monitoring project timelines and ensuring that tasks are completed on schedule.
- **Risk Management:** Identifying potential risks and developing mitigation plans to minimize project disruptions.
- **Budget Management:** Tracking project expenses and ensuring that the project stays within budget constraints.
- **Communication Management:** Facilitating effective communication among team members, stakeholders, and clients to keep everyone informed of project progress.
- **Quality Assurance:** Implementing quality control measures to ensure that project deliverables meet specified standards.
- **Scope Management:** Monitoring and managing project scope to avoid scope creep and keep projects on track.
- **Vendor and Supplier Management:** Coordinating with external vendors and suppliers to ensure timely delivery of goods and services.
- **Client Relations:** Serving as the primary point of contact for the client, providing regular updates, and addressing any concerns or questions.
- **Conflict Resolution:** Handling conflicts or issues that may arise within the project team and finding resolutions to keep the project on course.
- **Performance Evaluation:** Evaluating team performance and providing feedback to enhance productivity and efficiency.
- **Reporting and Documentation:** Creating project status reports, progress updates, and documentation to keep all stakeholders informed.
- **Change Management:** Managing changes within the project scope, timeline, or resources, and communicating these changes effectively.
- **Workflow Optimization:** Identifying opportunities to improve workflow processes and implementing efficiencies to enhance productivity.
- **Meeting Facilitation:** Facilitating project-related meetings to ensure productive discussions and decision-making.
- **Training and Development:** Providing training and support to team members to enhance their project management skills.
- **Post-Project Evaluation**: Conducting post-project evaluations to identify lessons learned and opportunities for improvement in future projects.
- **Goal Alignment:** Aligning project goals with overall business objectives to ensure that projects contribute to the client's long-term success.

VA PACKAGE

THE "VA PACKAGE" IS FOR THE BUSINESS OWNER WHO WANTS TO EXPAND HIS TEAM AND WHO NEEDS HELP WITH HIRING, ONBOARDING, AND TRAINING NEW EMPLOYEES/CONTRACTORS. OBM SOLUTIONS WILL THEN SIMPLY PROVIDE THE CLIENT WITH AS MANY VIRTUAL ASSISTANTS (VA) AS NEEDED. OBM SOLUTIONS WILL PROVIDE SCREENED, BACKGROUND-CHECKED, HIGHLY SKILLED, AND TRAINED VIRTUAL ASSISTANTS IN 10 HOURS, 15 HOURS, 20 HOURS PACKAGES, AND ALL THE WAY UP TO 50 HOURS OF SUPPORT EACH MONTH. THE CLIENT CAN EITHER DECREASE OR INCREASE THE HOURS OF SUPPORT EACH MONTH DEPENDING ON NEEDS. IF YOU ARE NOT HAPPY WITH YOUR VA, WE WILL SIMPLY REPLACE YOUR ASSISTANT WITH ANOTHER IF NEEDED.

VIRTUAL ADMIN ASSISTANT

-Email and calendar management
-Data entry and management
-Travel arrangements
-Meeting coordination
-Document preparation
-Internet research
-Customer support
-Bookkeeping and invoicing
-Transcription
-Proofreading and editing
-Project management support
-Online event coordination
-Database management
-CRM management
-Online file sharing
and more...

ONLINE   BUSINESS   MANAGEMENT

OBM
SOLUTIONS

VIRTUAL MARKETING ASSISTANT

-Social media management
-Content creation
-Email marketing
-Search engine optimization
-PPC ads
-Market research
-Website management
-Lead generation
-Analytics and Reporting
-Event promotion
-Branding support
and more...

3 Month Minimum Commitment