

# Miriona

Miriona offers a wide range of consultancy and training services to help organisations and individuals improve the way they work. This is achieved by working with you to improve processes, governance and management, or by supplementing your in-house team when you need additional skills or more resource.

In support of our ethical stance, Miriona offers preferential rates to the charity sector.

The following are just some examples of the services we provide. If you have a particular need and want to know how Miriona can help, contact us for a professional appraisal.

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| <p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>● Project managing (large and small size)</li> <li>● Project health-checks</li> <li>● Developing and implementing a project management method</li> <li>● Reviewing and improving a project management method</li> </ul>  | <p><b>Business Analysis</b></p> <ul style="list-style-type: none"> <li>● Business process mapping</li> <li>● Reviewing and improving use of IT systems</li> <li>● Requirements gathering and management</li> <li>● Customer surveys</li> </ul>   |
| <p><b>IT Governance and Quality</b></p> <ul style="list-style-type: none"> <li>● Developing data protection policies, procedures and education</li> <li>● Risk assessments</li> <li>● Guidance with reports, communications and policies</li> <li>● IT audits and surveys</li> <li>● Team self-assessments</li> <li>● Assistance with your IT Strategy</li> </ul>  | <p><b>Training and Coaching</b></p> <p>Tailored to your specific needs. Examples of topics are:</p> <ul style="list-style-type: none"> <li>● Project management processes and techniques</li> <li>● Making better use of your PC and applications (for users)</li> <li>● Requirements gathering and management</li> </ul>                        |
| <p><b>Problem Analysis and Recommendations</b></p> <p>Analysis techniques are used to find the root cause(s) of the problem and determine possible solutions or ways to avoid recurrence. Examples of when to use this service are for:</p> <ul style="list-style-type: none"> <li>● Projects deemed to have failed</li> <li>● When relationships have broken down or could be improved</li> <li>● When the team is not working effectively</li> </ul> | <p><b>Other Services</b></p> <ul style="list-style-type: none"> <li>● Facilitating product/supplier selection</li> <li>● Workshop facilitation (eg for requirements gathering, project initiation)</li> <li>● Developing/improving service management processes and procedures</li> </ul> <p>● Or ask if we can help with a particular need!</p> |

**For more information see [www.miriona.co.uk](http://www.miriona.co.uk)**

**You can contact us by:**

**Phone: 07766 948470**

**Email: [services@miriona.co.uk](mailto:services@miriona.co.uk)**