BUSINESS PLAN
TASK AND FLOW

1

Welcome to Business Plan!

The Business Plan is for growing businesses needing enhanced project management and process optimization. It includes market research, KPI tracking, and operational support, with tasks broken down for efficient execution to drive growth and streamline operations.
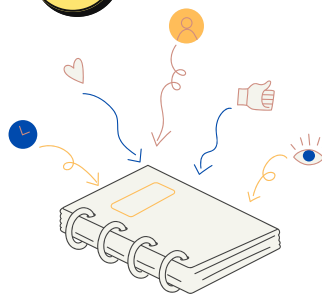
2

Unlimited Submissions

Submit unlimited tasks anytime, from quick admin work to complex projects. We handle them efficiently, one at a time, with no delays or confusion.

3

Cancel or Pause Anytime

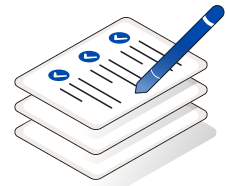Easily cancel or pause your subscription whenever needed. No long-term, just flexible support.

4

Monthly Fixed Cost

Enjoy a predictable, fixed monthly cost with no surprise fees. Get the support you need at a consistent price.

Example Tasks
Includes all of Basic

1 Business Analysis Tasks

- **Business Process Mapping**: Develop process flowcharts, identify inefficiencies, and suggest improvements.
- **Customer Journey Mapping**: Map customer journeys, identify pain points, and integrate customer feedback.
- **KPI Dashboard Setup**: Build simple KPI dashboards and automate reporting for performance tracking.
- **SOP Creation & Optimization**: Create and standardize SOPs, suggest process improvements.
- **Data Entry & Cleansing**: Organize and clean data to ensure accurate reporting.
- **Financial Analysis**: Track expenses, analyze financial trends, and provide budget recommendations.
- **Business Requirement Gathering**: Document requirements for new products or services.
- **Operational Efficiency Analysis**: Review workflows and recommend efficiency improvements.
- **SWOT Analysis**: Perform basic SWOT analysis to evaluate new business opportunities or services.
- **Systems Workflow Optimization**: Identify inefficiencies in systems and workflows, suggest process improvements.
- **Basic Data Integration**: Automate data flow between systems (e.g., CRM to spreadsheets).
- **Software Evaluation**: Help assess business software, provide setup and configuration recommendations.
- **Basic IT Support**: Troubleshoot common IT issues and ensure smooth operations.
- **Change Management Support**: Assist with software migrations and train teams on new tools.
- **System Audits & Gap Analysis**: Perform system audits, identify gaps, and suggest improvements.
- **Tech Project Requirement Gathering**: Document technical requirements for new software or systems.

2 Advanced Data Analysis

- **Basic Data Entry & Cleaning:** Organize and clean data for better reporting and analysis.

- **Data Reporting:** Generate basic data reports to highlight key business insights.

- **Data Integration & Automation:** Automate simple data syncing tasks between tools.

3 Business Automation

Streamlined Operations: Automate complex workflows across multiple platforms using advanced tools like Zapier, Make (Integromat), or custom-built integrations. We'll connect your systems for seamless data flow and task management.

Custom Automation Solutions: Tailor automations to your specific business needs,

4 Project Management

- **Project Planning & Coordination**: Develop project timelines, prioritize tasks, and allocate resources.
- **Advanced Scheduling & Resource Management**: Allocate resources and set up scheduling for optimal productivity.
- **Progress Tracking & Reporting**: Track project status and team performance.
- **Project Budgeting & Financial Tracking**: Monitor project budgets and expenses.
- **Post-Project Wrap-Up & Debrief**: Evaluate and gather feedback after project completion for future improvements.

How Task Submission Works
1. **Submit Your Task:** Use the task submission form on your personalized dashboard to submit any small task or request you need assistance with.
2. **We Take Over:** Once we receive your task, our team will get started promptly, handling the details and ensuring completion.
3. **Feedback & Completion:** After we finish the task, we'll send it back for your feedback. If you need revisions or adjustments, we'll make them.

Why Choose Task & Flow's Business Plan?
- **Expert Support:** Gain access to business analysts, project coordinators, and data specialists to drive your business forward without the high cost of full-time employees.
- **Streamlined Processes:** Optimize your operations and improve workflow efficiency with the help of light business and systems analysis and task automation.
- **Flexible & Scalable:** The Business Plan grows with you. Whether you need project management, data reporting, or systems analysis, we've got you covered.

Get Started Today!
1. **Sign Up:** Choose the Business Plan and subscribe.
2. **Submit Tasks:** Once you subscribe, submit your tasks via your personalized dashboard.
3. **We Take Over:** We'll take care of your tasks, keeping you updated with regular progress reports.

Get Started Today!