

# Incorporate a Professional Services Practice



## Background

- The Partners of this prestigious architectural practice, in a time of rapid expansion, wished to become a limited company and explore succession planning
- All attention was on long term projects and keeping to programme
- The owners recognised the risks associated with long term projects and fast expansion of teams
- The owners wished to retain their talented team

## Requirements

- Managed and oversaw the incorporation and restructuring of a highly respected architectural practice of 100 staff, working confidentially with the Partners and new Board Directors
- Define, sell in and implement the new company structure to all staff
- Improve financial controls and internal communications

## Methodology

- Guided the management team to achieve consensus
- Interviewed key members of staff and made recommendations to the management team
- Reviewed project set up, monitoring and delivery processes
- Defined and documented roles for all staff
- Introduce a risk register
- Redefine agenda for management meetings

## Solution

- Gain consensus for new structure
- Created a staff review process and performance monitoring programme
- Facilitated the exit strategy and succession plan for the owners
- Introduced and implemented a Risk Management Strategy for a large 8 year project
- Managed and oversaw the planning, development and furnishing of new premises and existing accommodation worth £225k, keeping on programme and within budget