



Helping organizations take an inventive
approach to effective, efficient, impactful work

 **Catalyst Connect**

CREATE | AUTOMATE | OPTIMIZE

SATISFIED CLIENTS

- ✓ Onboarding & Expectations ✓
- ✓ Defined SOWs & Project MGMT ✓
- ✓ Frequent Communication ✓
- ✓ Budgets & Contracts June
- ✓ Repeat Work July

THE PANELISTS



John-Mark Bantock



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Disclaimer:

We are NOT giving legal advice, every business relationship and entity is unique, please consult your lawyer to help you structure your contracts and client engagements

Thought Leadership Series

How to structure your contracts and budgets to support an agile development environment with multiple stakeholders involved in the buildout.

Expectations & Budget



Scope Creep



Exceeded Budgets



GAAP Compliance



Contractual Elements

**Good Contracts
Equal Better Client Relationships
And Increased Profits.**

EXPECTATIONS AND BUDGETS

How to set expectations and Budgets

- ✓ Perform in depth discoveries
- ✓ Provide examples, videos and diagrams
- ✓ Tie a budget to a functional deliverable and provide a range
- ✓ There are multiple ways to skin a cat, make sure you are on the same page



Weekly meetings



Document everything



Get a sign-off on changes



Regular feedback and collaboration



**Client involvement in the build
facilitates better understanding**

SCOPE CREEP AND CHANGE ORDERS

How to stay on top of scope creep

... I NEED MORE MONEY

Probably the last thing a client wants to hear.

- ✓ Break it down into smaller engagements
- ✓ Be careful of financing
- ✓ Set limits on AR

- ✓ Recognize revenue when it is earned
- ✓ Difference between purchasing hours and funding a retainer
- ✓ Tracking hours and billing
- ✓ Reflecting balances

GAAP COMPLIANCE

How to set up retainer accounts for GAAP compliant accounting practices and appropriate revenue recognition.

CONTRACTUAL ELEMENTS

How to not get screwed: learn how to structure a contract in your favor without raising eyebrows.



What contract elements you should include to cover your legal bases and contract liability.

UH-OH, WHAT NOW?

How to approach scope creep, exceeded budgets or conflicts.

- ✓ Be upfront and honest
- ✓ Act like a partner not a vendor
- ✓ Work to resolve the issue
- ✓ Bring in others if you are stuck
- ✓ Fall back on your recordings, agreed upon scope and contract



**QUESTIONS
AND ANSWERS**

Schedule a Partner Call

www.catalystconnect.com