

## i.on my business Benefits

Benefits include: improving productivity, lowering costs, faster, accurate, on time reports and improved decision making. We estimate in excess of \$10,000 benefit saving for your business in a single year time frame.

### Governance Structure

Able to capture and report on governance structure, rules, policies and procedures. Maintain information on additional committees and community involvement.

#### *Intangible Benefit*

Board confidence increase due to formal capture and recording mechanisms.

#### *Tangible Benefit\**

Time saving in report production average of one hour saved each Board meeting and 2 hours per restructure for the Business Manager and CEO<sup>+</sup>.

**\$600+ annual saving**

### Reminders for Compliance

Save Business Managers/Administrators time sifting through paper work to address compliance aspects such as revised programs, updated policies, performance appraisals and WH&S.

#### *Intangible Benefit*

Efficiency and effectiveness of addressing compliance issues when reviewed/renewed. Reduced stress levels as increased confidence of items addressed.

#### *Tangible Benefit\**

At a minimum 10 hours per month

**\$3,000+ annual saving**

### Strategic Planning Tools

Able to simply capture, report and mitigate risks, hazards, accidents and incidents.

#### *Intangible Benefit*

Assist with board reporting, funding applications, and other proposals/submissions as it demonstrates strong management and control techniques.

#### *Tangible Benefit\**

Saving on this could be from a few dollars to hundreds or thousands of dollars – depending on the compliance issue monitored. Eg: if via doing this technical risks are identified and critical issues that resulted in systems downtime were identified and mitigated.

**\$2,000+ annual saving**

### Policies & Procedures

Centralised, structured policies and procedures enable streamlining and managing access to the latest policies and procedures.

#### *Intangible Benefit*

Saves efforts trying to locate latest versions and addresses duty of care requirement.

#### *Tangible Benefit\**

If saves each staff member 45 minutes per year:

**\$2,500+ annual saving**

## Alerts, Reminders & Checklists

Example 1:

When Business Manager is on leave, the replacement is able to 'walk' into the job and the system provides reminders when actions are required.

*Intangible Benefit*

Less stress, smoother operations

*Tangible Benefit\**

Saves handover time of 5 hours annually of Business Manager and replacement person.

**\$225+ annual saving**

Example 2:

Reminders of staff birthdays and years of service anniversaries – able to greet on the day and apply wage increase as applicable in a timely manner.

*Intangible Benefit*

Enhances team culture of the centre and increases staff satisfaction knowing increases are applied when due.

*Tangible Benefit\**

Average 10 staff per centre – resulting in wage increases that to adjust manually post increase requires 1 hour of Directors time.

**\$180+ annual saving**



## Contact

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## Surveys

Ability to develop, administer and analyse surveys saves significant administrative time collating survey results.

*Intangible Benefit*

Dramatic time and frustration saving.

*Tangible Benefit\**

If two surveys conducted a year and 10 hours per survey saved:

**\$500+ annual saving**

## Professional Development

Ensure skills and qualifications are up to date and therefore school appropriately staffed and licensed to meet requirements.

*Intangible Benefit*

Increased confidence in meeting legislative and regulatory requirements. Increased staff confidence in meeting qualification and professional development requirements.

*Tangible Benefit\**

Time saving due to staff entering own records, reduces overhead for office/administrator staff. The time spent on record keeping per staff member = 1.5 hours per month – for average 10 staff school reducing this to half hour per month.

**\$3,000+ annual saving**

Assumptions

\* Business Manager/Administrator rate approx \$200 per day, Principal approx \$4,000 per month. Relief staff \$165 per hour.

+ Assumption of 10 board meetings per year and 1 restructure per year.