



AKM MAJER & PARTNERS
www.akmajer.cz

Number of users: 70

Time required to test and define processes: 1 month

Implementation date:
June 2011

„Using team assistant to handle various agendas has really increased our work efficiency. We have a detailed overview of the progress being made on individual cases. This gives us the necessary materials for better management.“

Jitka Procházková,
executive director

AKM MAJER & PARTNERS



Neit Consulting s.r.o.
www.neit.cz

AKM MAJER & PARTNERS

Support for the operations management - Team assistant

The law offices of AKM MAJER & PARTNERS provide comprehensive legal services in the areas of civil law, commercial law, financial law, labor law, and administrative law. The majority of its cases involve the judicial recovery of debts.

The challenge:

To improve process efficiency, introduce a uniform approval procedure, and at the same time digitize paper records.

No information system is used for managing company operations. Processes are defined in guidelines and internal procedures.

Expectations of company management from the implementation of the team assistant application:

- Easily viewed digital records of various agenda
- Support of systemic work
- Quick and easy addition of new agendas/processes

The solution:

Implementation of the team assistant product for the following areas:

- Internal IT support
 - HW support
 - SW support
 - Data management
 - IT department management instruments
- Support for human resources
 - Hiring, record keeping, setting access rights, training
 - Work attendance, approval of vacations, time off
 - Employment assessment procedures, incentive program
- Approval processes for company needs
 - Approval of guidelines, procedures, templates
 - Approval of purchases

Currently existing work procedures and guidelines were used when modeling processes. Processes continue to be optimized based upon user feedback and statistical analysis.