

## CoMoPro LLC

## Operations &amp; Performance Improvement Audit

\$5,000 fixed-fee audit | 10 business days | CoMoPro LLC

Item	Summary
Best For	Small businesses, technical teams, service companies, and growing operations with workflow, delivery, quality, accountability, or scaling problems.
Primary Outcome	A prioritized 90-day improvement roadmap based on current-state review, bottleneck analysis, risks, KPIs, and stakeholder input.
Final Deliverables	Executive summary, full audit report, bottleneck/risk list, opportunity register, prioritized recommendations, 90-day roadmap, and final presentation.
Not Included	Implementation, custom software, managed services, training delivery, legal/tax/accounting/HR compliance advice.

**What This Audit Solves**

- Unclear ownership, manual handoffs, rework, approval delays, duplicated effort, or undocumented processes.
- Missing or unreliable KPIs that make it hard to manage throughput, quality, cost, or customer responsiveness.
- Disconnected tools, spreadsheet workarounds, and automation opportunities that should be prioritized before scaling.

**What Is Included**

Area	Included Activities
Kickoff & Intake	Kickoff meeting, goals review, stakeholder list, data request, and audit schedule.
Current-State Review	Review of up to 3-5 workflows, process documents, tools, reports, KPIs, and operating data.
Interviews	Structured interviews with selected owners, managers, team leads, or process participants.
Analysis	Bottleneck, rework, handoff, role/accountability, KPI, tool, risk, and opportunity assessment.
Recommendations	Prioritized quick wins and larger improvements ranked by impact, effort, urgency, cost, and execution risk.
Final Delivery	Report, roadmap, KPI recommendations, and final presentation meeting.

**Recommended Next Step**

Schedule a 30-minute discovery call to confirm fit, scope, timing, and the operational problem to solve.

Schedule 30-minute call: <https://calendly.com/comoprollc/30min>

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