British Computer Society
The Chartered Institute for IT

HOW TO BE A CONSULTANT

a programme for new and aspiring consultants

Using Methods, Tools and Resources

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How To Be a Consultant

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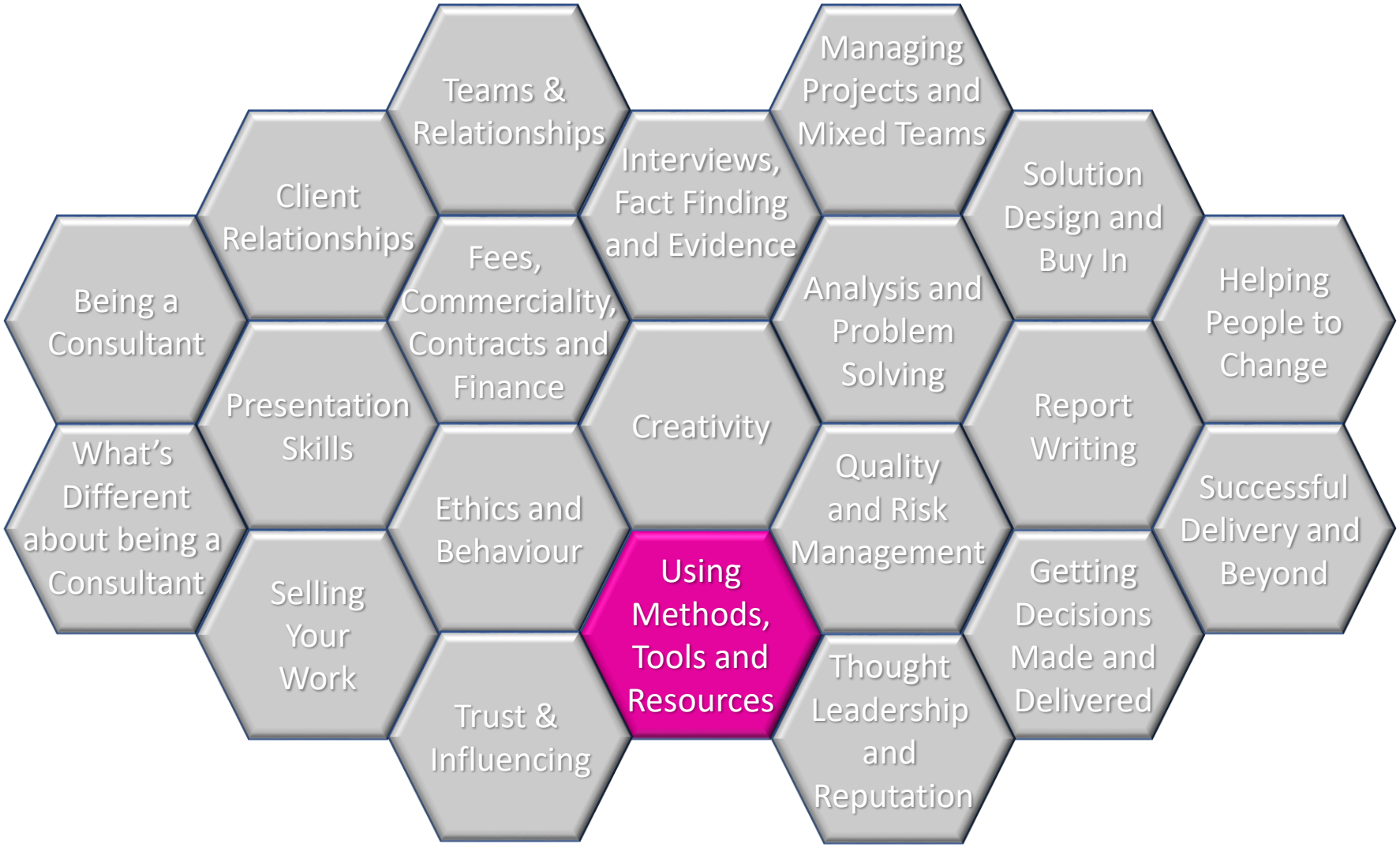
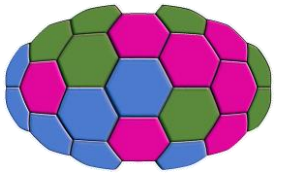


What are we talking about?



Methodology

Tool

Artefact

Method

Checklist

Model Solution

Approach

Know-How

Example

Technique

Sample Plan

Template

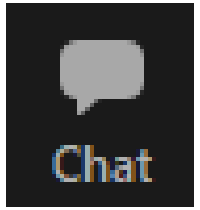
General & Specific

General Purpose, eg

- Project Management
- Agile
- Testing
- Software Development
- Organisational Change

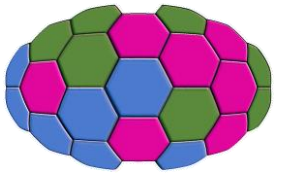
Specific, eg

- Moving to AWS Cloud
- Setting up Azure
- Configuring SAP
- VOIP Design
- Firewall Configuration



What really good methods, tools and techniques can you think of?

Who owns it? Can I use it?



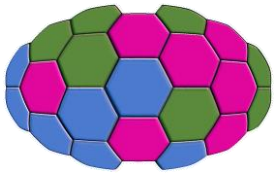
1. In the public domain and free to use, eg generic project management principles

2. You have to buy the manual, go on approved training, get certified, eg PRINCE II, Managing Successful Programmes (MSP)

3. Belongs to a specific organisation (eg consultancy, service supplier, software supplier) and can only be used with their participation and/or permission

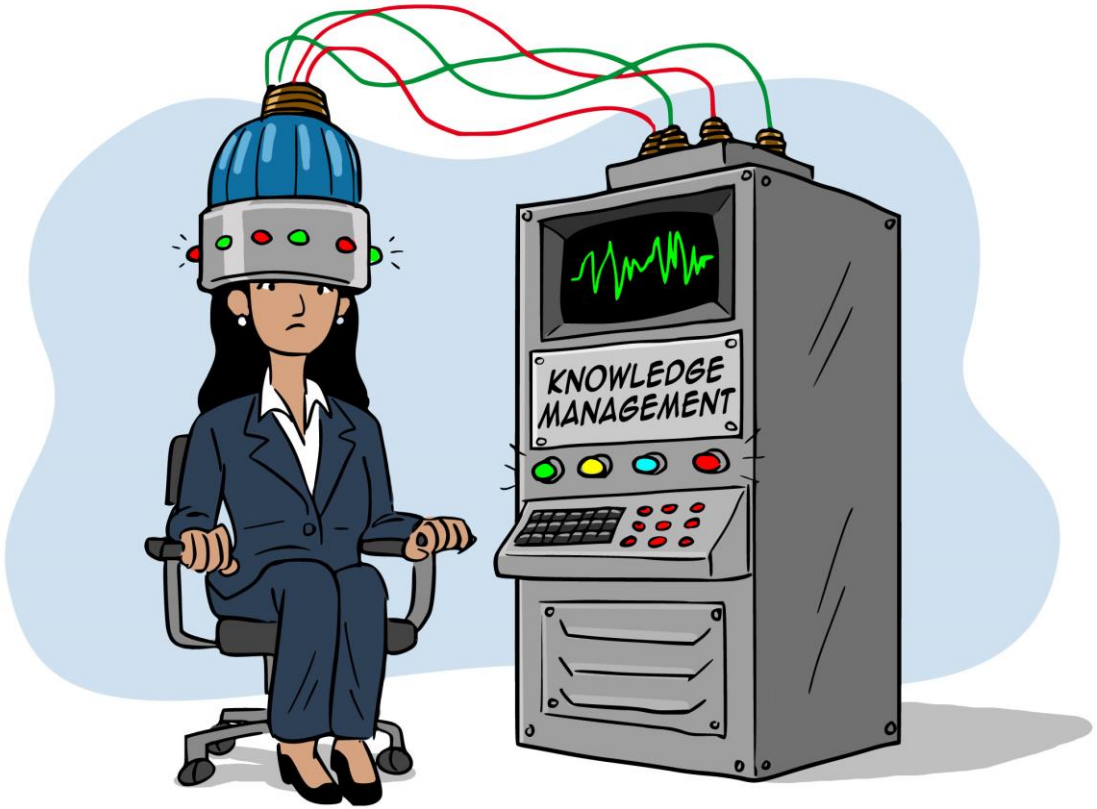
4. Belongs to your client and is only for use on their work

Can I use the stuff I got from my previous clients?



- Most useful things belong to someone and are their Intellectual Property (IP)
- If you created it yourself – it's probably your property unless your contract says it belongs to your employer or client
- But your client might think that if you did it for them it is their property
- Good idea to clarify (contractually in writing) what you can re-use and what belongs to the client
- Keep anything you are permitted to for future re-use or reference
- Never give away the client's know-how, competitive edge, corporate secrets or intellectual property

Knowledge Management



Should you use your methods and tools or the client's?

Is it a trick question:

> "Describe the methodology you propose to use for this work"

Do you score points for

- Your methodology
- Industry standard methodology
- Client's own methodology

?

How useful are accreditations?

There's been huge growth in accreditations and certifications.

- Everyone wants you to pay for an accredited training course,
- given by an accredited trainer,
- to pass an accreditation exam,
- to be accredited or certified,
- but only for a limited time,
- then you need refresher/update training,
- to renew your accreditation.

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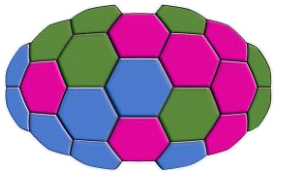
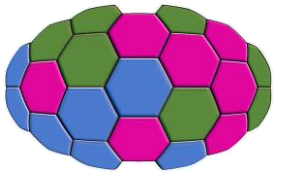


Your questions, observations, ideas, comments, compliments, complaints, insults, job offers

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