



British Computer Society
The Chartered Institute for IT
Consultancy Specialist Group

How To Be A Consultant
a programme for new
and aspiring consultants

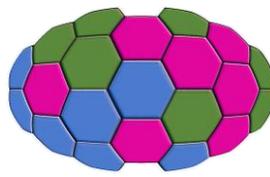
HOW TO BE A CONSULTANT

a programme for new and aspiring consultants

How To Be A Consultant Episode 1

- **What's different about being a consultant**
- **Using methods, tools & resources**
- **Helping people to change**

Dr Alan Warr, Chair of the BCS Consultancy Specialist Group





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HOW TO BE A CONSULTANT

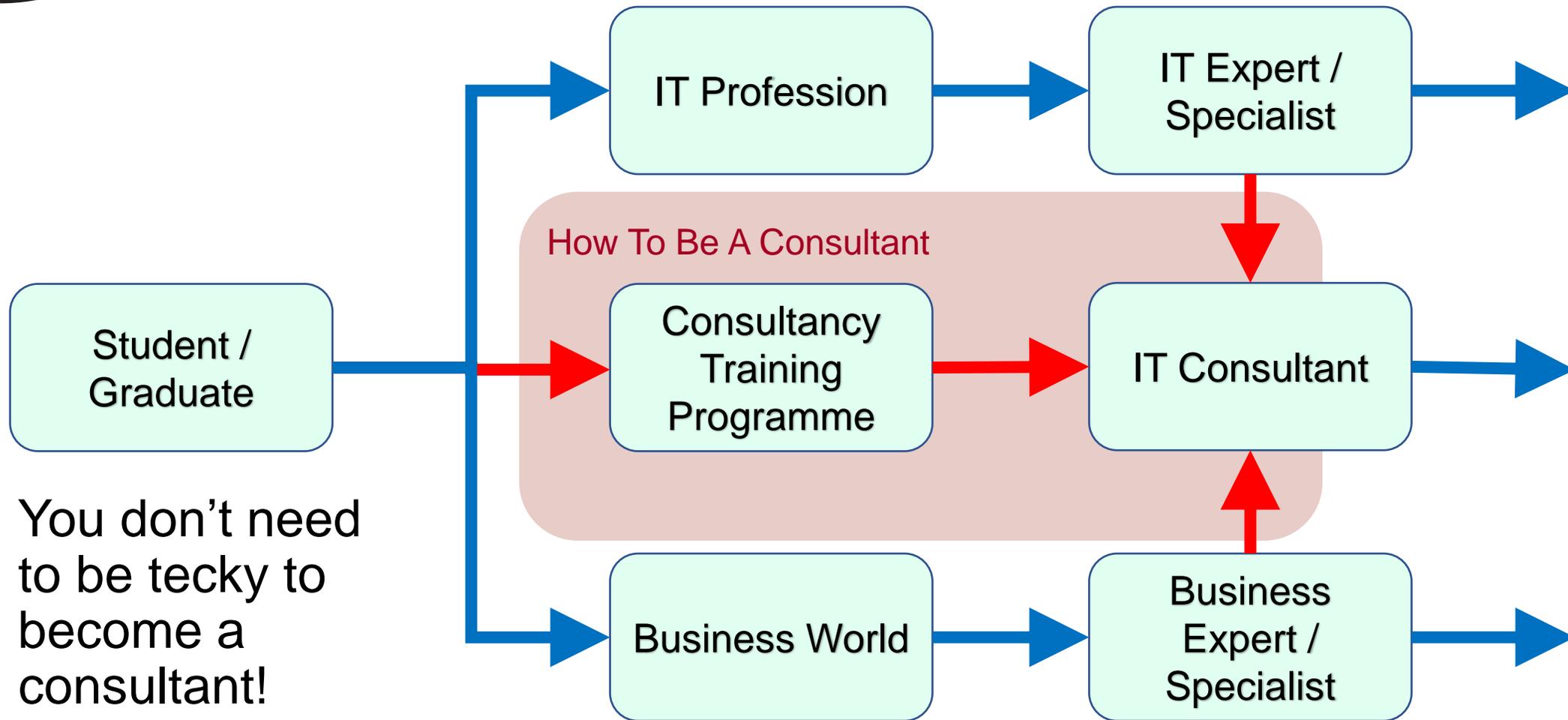
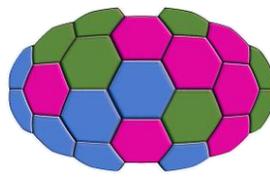
a programme for new and aspiring consultants

What's Different About Being A Consultant?

by Simon Wallace CITP, MBCS
31st March 2021



Typical Routes Into IT Consultancy



You don't need to be tecky to become a consultant!

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Professionalism
Capabilities
Organisation



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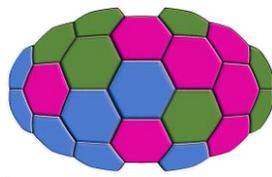
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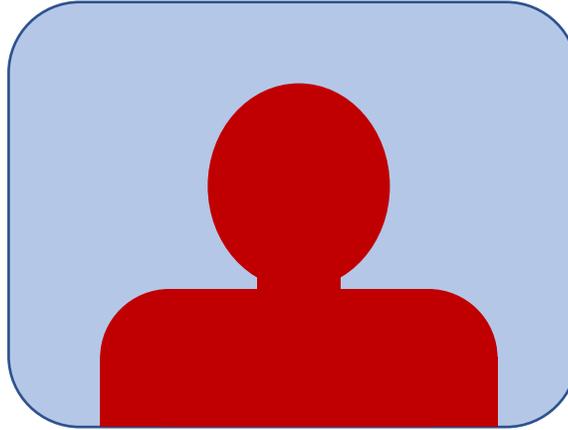
Wednesday 31 March 2021	What's different about being a consultant
	Using methods, tools & resources
	Helping people to change
Wednesday 28 April 2021	Being a consultant
	Interviews, fact-finding & evidence
	Managing projects & mixed teams
Wednesday 26 May 2021	Ethics & behaviours
	Analysis & problem solving
	Client relationships
Wednesday 30 June 2021	Selling your work
	Report writing
	Fees, commerciality, contracts & finance

Wednesday 21 July 2021	Creativity
	Presentation skills
	Quality & risk management
Wednesday 29 September 2021	Trust & influencing
	Solution design & buy-in
	Teams & relationships
Wednesday 27 October 2021	Thought leadership and reputation
	Getting decisions made & delivered
	Successful delivery and beyond

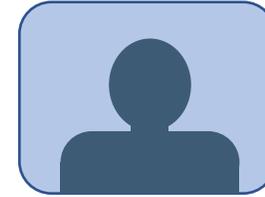
Zoom In



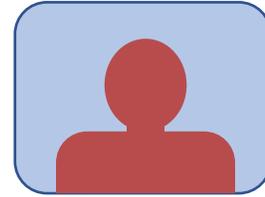
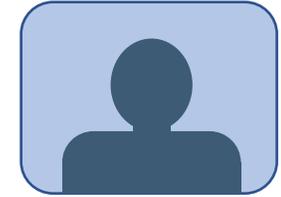
Host &
Questionmaster



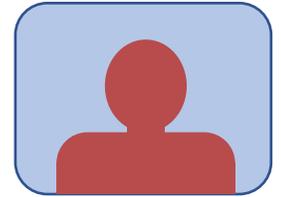
Guest Speaker (15-20 mins)



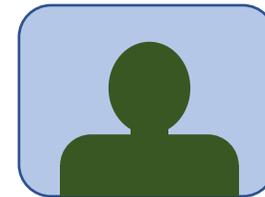
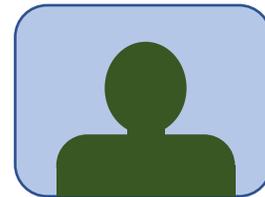
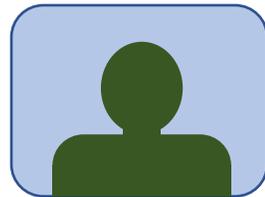
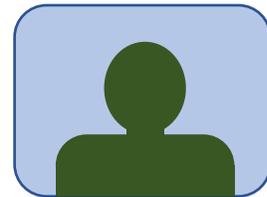
BCS ConSIG Panellists



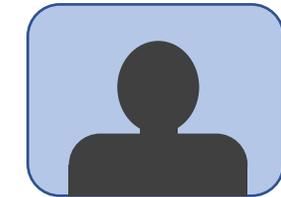
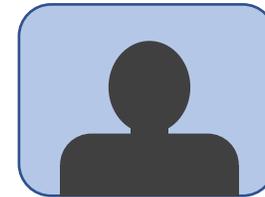
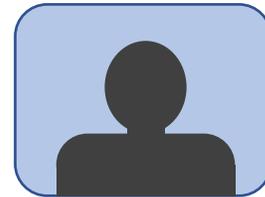
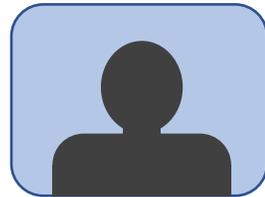
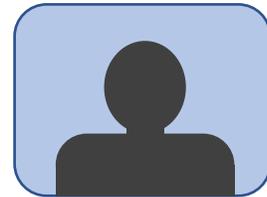
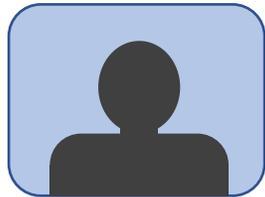
Guest Speakers (for part 2 & 3)



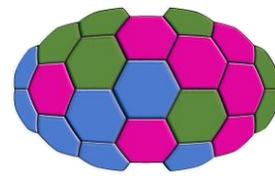
10-15 mins contributions + Q&A



Experienced Consultants (encouraged to attend and contribute)

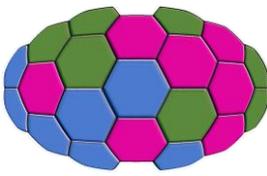


Audience (encouraged to ask questions)



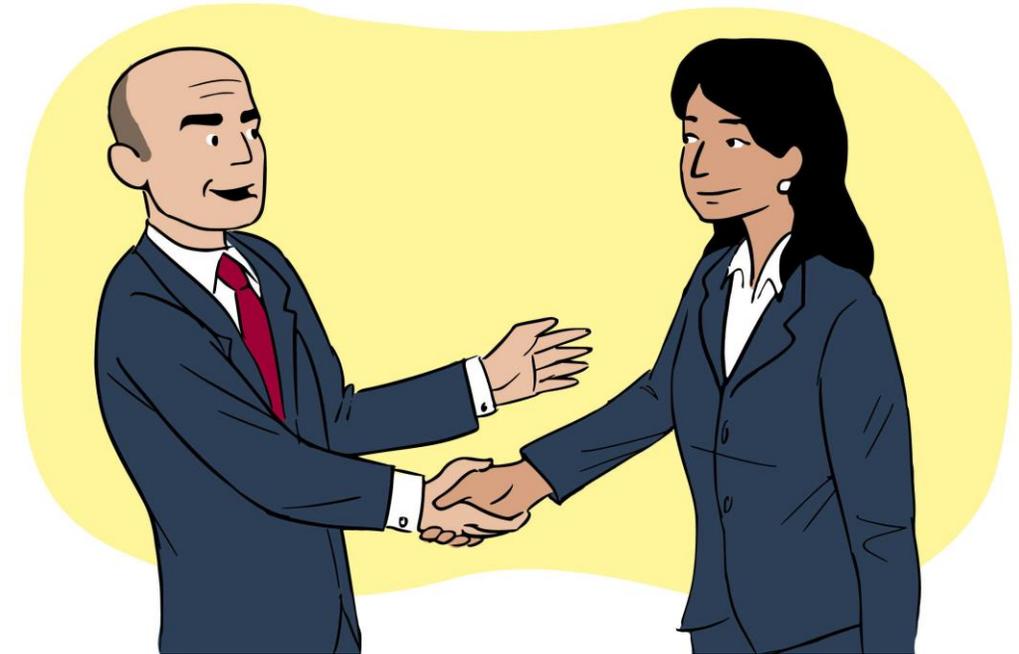
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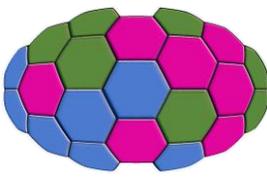




What is a Consultant?

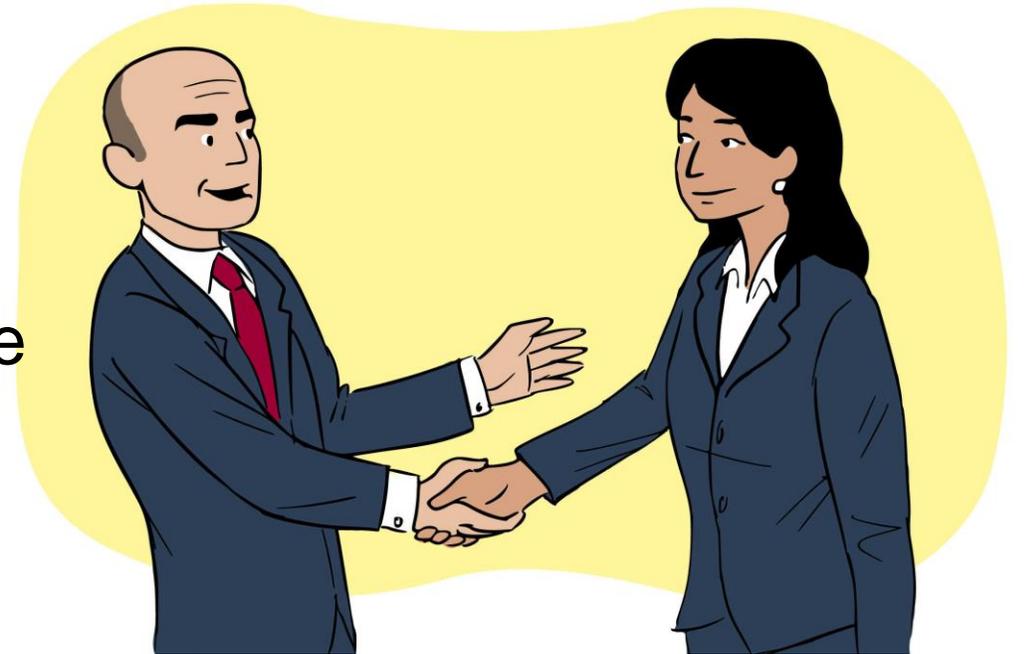
What definitions have you heard?

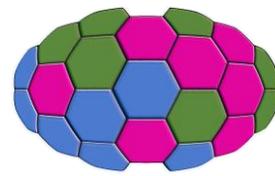




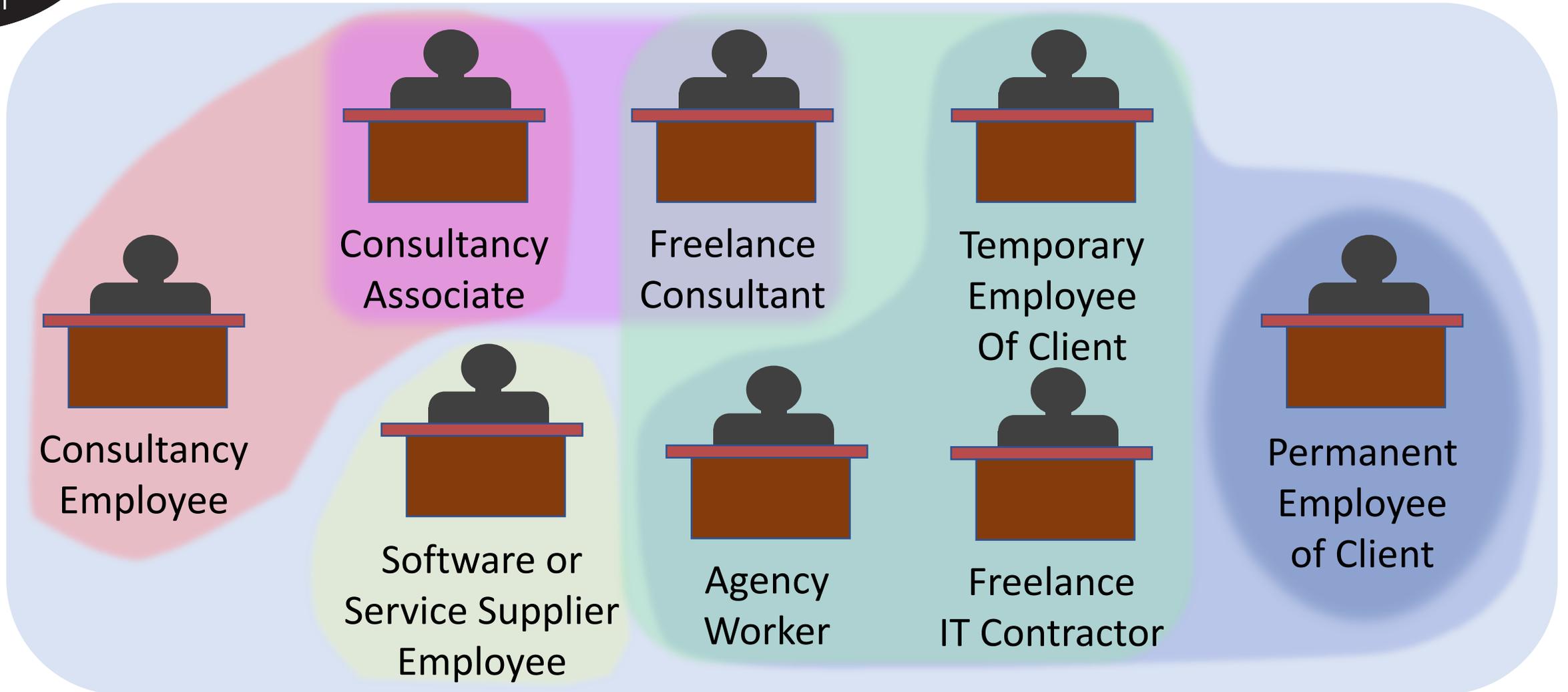
What is a Consultant?

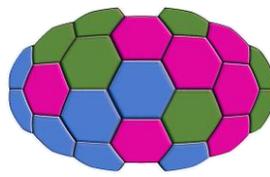
- A consultant is someone contracted for a limited time for their specialised knowledge and skills that client organisations may wish to benefit from, to assist with a specific need.
- You might be doing so as an employee or associate of a consulting firm or as a sole practitioner, contracted directly to the client.



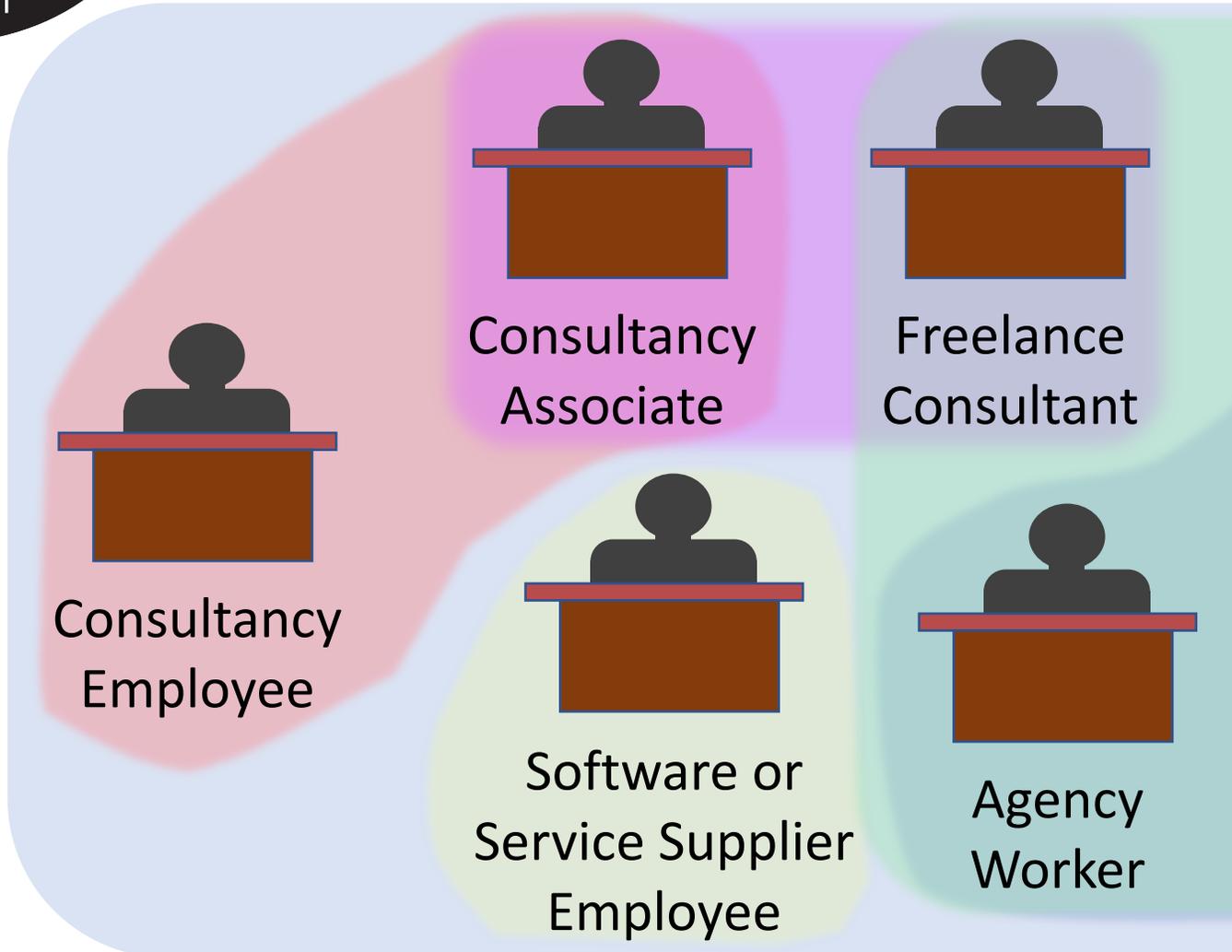


Types of IT Project Worker





Employee vs Freelance

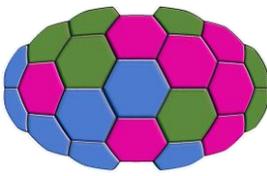


Employed

- Steady job
- Colleagues and coaches
- Fed with work
- Career progression
- Training
- Holidays
- Paid even when not doing client work
- Infrastructure, equipment and support
- Back office (eg finance & HR)

Freelance

- Profit from your own success
- Freedom / flexibility
- Choose your own assignments
- Reputation in your own name



You are the product for sale



£ £ £ £ £



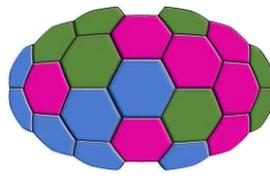
Demonstrate you

- Understand what is required
- Have the right knowledge
- Have strong relevant experience
- Have a professional attitude
- Will communicate well with client personnel at all levels
- Have friendly rapport with the purchaser

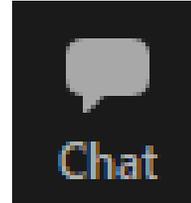


as part of the best team the client could ever hire!

Another day, another assignment, another client, another location



Fun or nightmare?



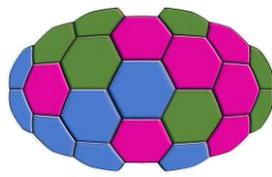
For better or worse:

- Travel
- Meet new people
- Join new teams
- Learn about different businesses
- Use different methods, tools and techniques
- Develop your experience
- Grow your CV
- Move on to a better job!

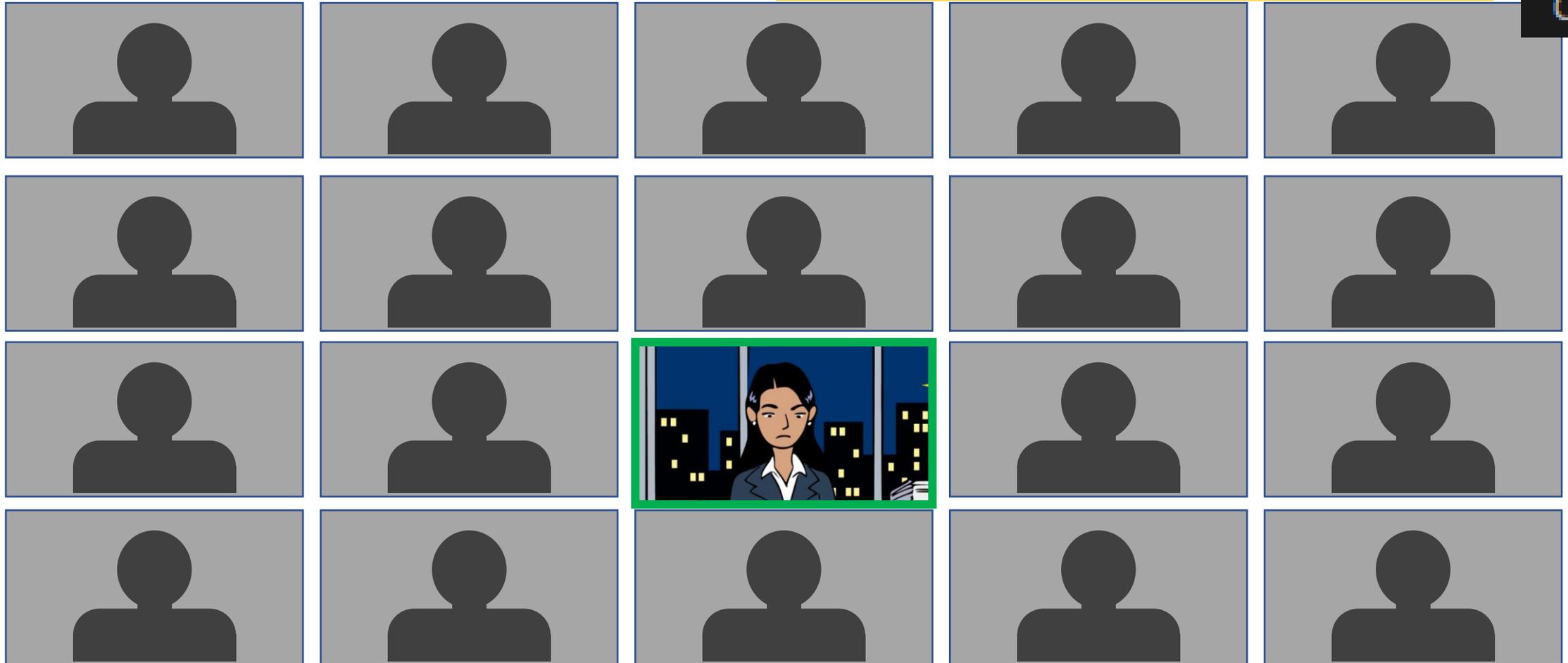
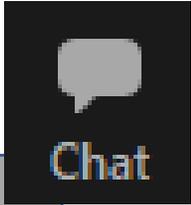


Consultant is thrown out of a plane without a parachute. Luckily she lands in the deep end.

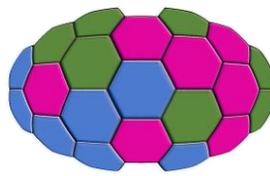
But maybe doing that more remotely nowadays?



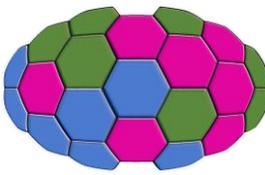
What are the pros and cons?



Be a team player but remember you're not one of them

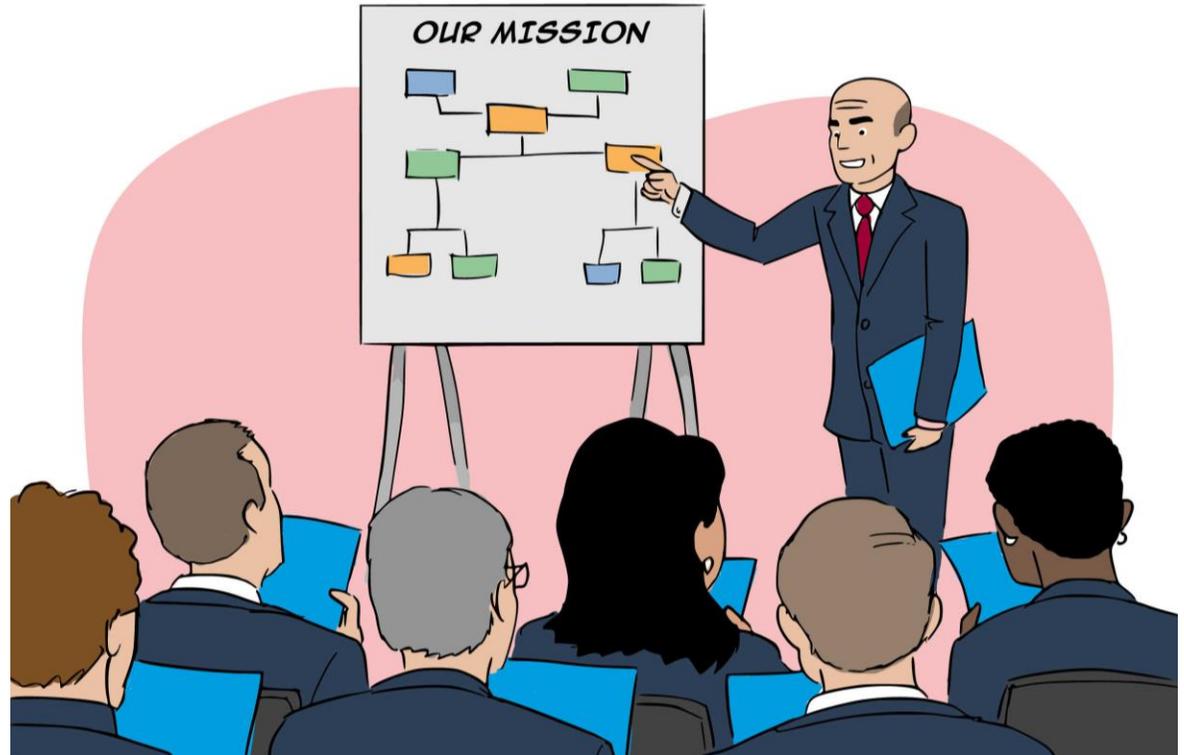


- Good relationship with key client people
- Friendly, helpful, co-operative
- Impartial – reserve judgement and don't take sides
- Put the client first, but
- Protect your own interests
- Good ethics, attitudes & behaviours
- If it's not going well you could be straight out of the door!
- btw – careful about giving and receiving entertainment or gifts

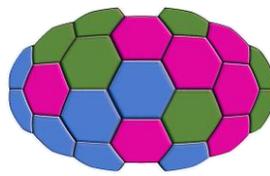


Client People

- You might contend with “lack of understanding, doubt, resistance, resentment, occasional hostility and illogical behaviours”
- Client people are often an essential element of your work:
 - Sales process
 - Fact finding
 - Designs and decisions
 - Testing
 - Procedures
 - Training
 - Buy-In
 - Support
- Need for strong sponsorship



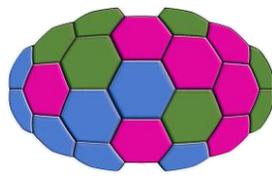
Charging for your services



- Pricing
- Type of contract:
 - employment contract
 - secondment
 - time & materials
 - fixed price
 - capped fees
 - contingency / success fees
 - stage payments
- Plus expenses, overtime, travelling time, VAT
- Allow for down time, holidays, pensions, business expenses etc?



Your Observations, Comments and Questions



The End



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