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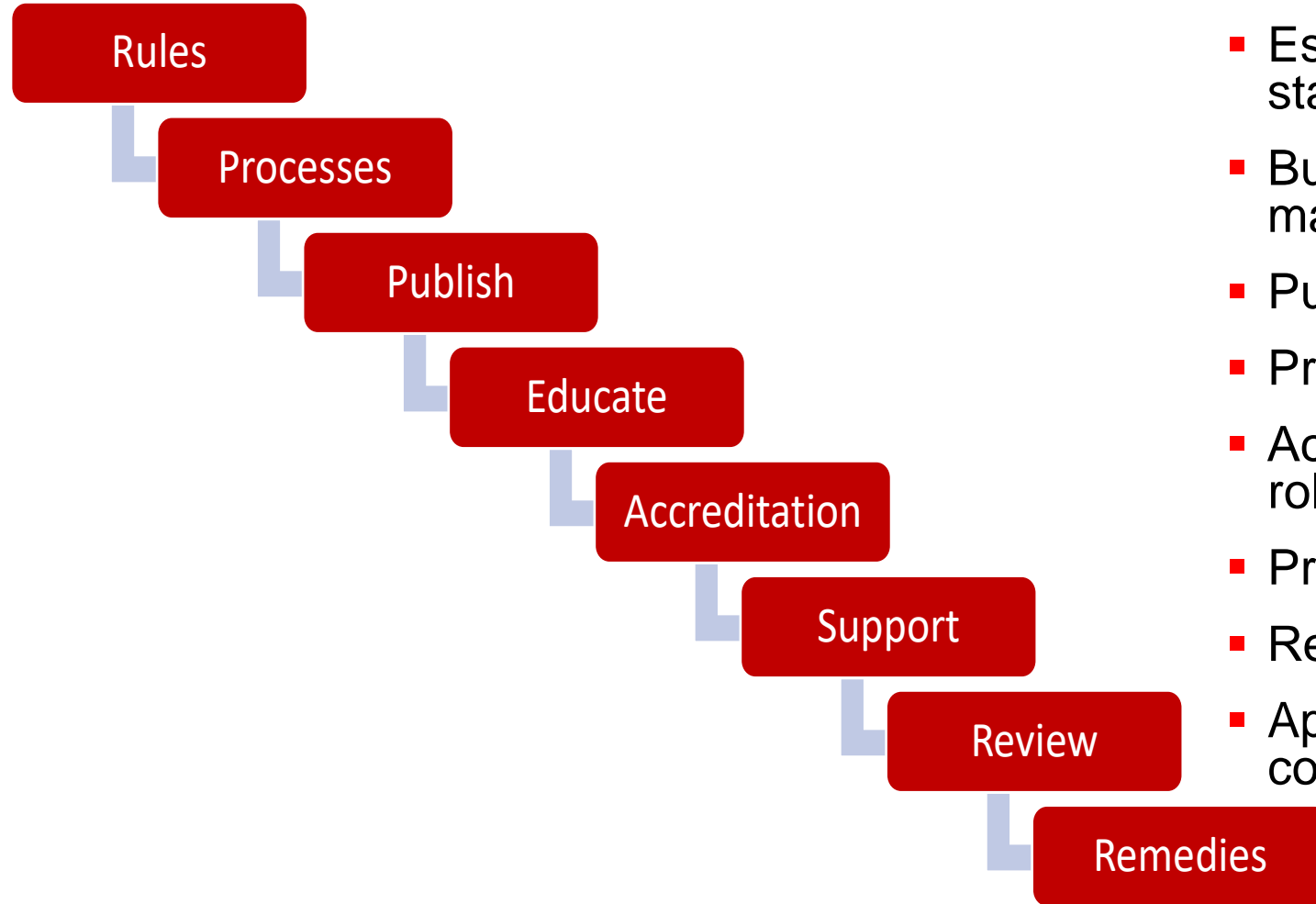
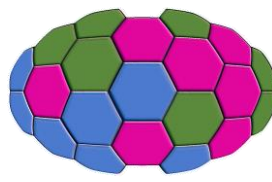
# **HOW TO BE A CONSULTANT**

a programme for new and aspiring consultants

**Corporate Quality and  
Risk Management**  
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**MBCS, CMC**  
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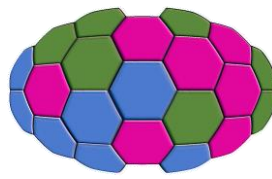


# Corporate Quality and Risk Management



- Establish jurisdictions, laws, regulations, standard processes
- Build into workflow process and document management systems
- Publish and publicise
- Provide education and training
- Accreditation and certification of individuals' roles, powers and responsibilities
- Provide coaching and support
- Review individuals' work and documentation
- Apply remedies and sanctions for non-compliance

# Scope of Q&RM



- Use of correct workflow and document management
- Client onboarding
- Conflicts of interest
- Legal & regulatory requirements, eg
  - Know Your Client / Anti-Money Laundering checks
  - Qualifications to do the work
  - Anti-Bribery and Corruption rules
- Bid / no bid decision
- Pre-sales and proposals
- Contracts
- Ethics and behaviours
- Adequate senior involvement and oversight of the work
- Document management and retention
- Review and approval of outputs
- Accurate accounting and billing
- Payment and debt chasing
- Performance reviews
- Closure of engagement