

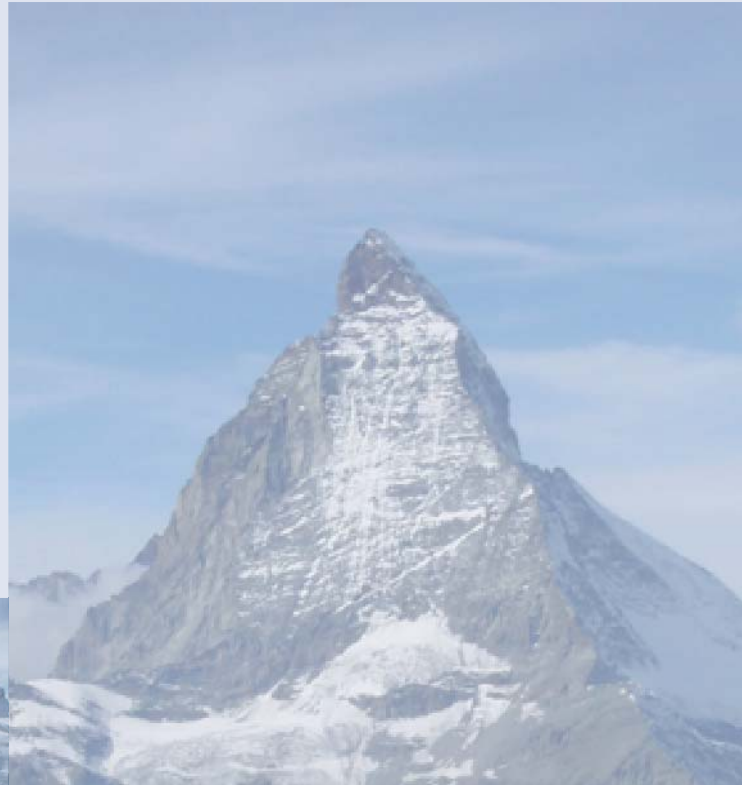
Reeves & Partner GmbH:

- ▶ Project Management
- ▶ Project Coaching
- ▶ Project Controlling

- ▶ Process Analysis
- ▶ Process Optimization

- ▶ Quality Management
- ▶ Change Management

Stand Out and Be Unique



Learn your potential
Challenge your limits
Achieve your goals

Reeves & Partner

Project Management

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Reeves & Partner

There are many ways to achieve a goal:
Some are slow and easy
Some are fast and demanding

Pick the best way. Your project needs a motivated team, the necessary resources, and an experienced project manager who knows what route to take to get the job done: on time & on budget.



Roger Reeves, CEO has been managing, organizing and implementing projects in multicultural environments for over 20 years. He has spoken at numerous international events and has gained a reputation for being someone who gets the job done.

Project - Workflow - Quality - Change

Four simple words with immense power. They go hand-in-hand and you won't find one without the other three. Reeves & Partner GmbH's specialization can be summarized with these four words.

When we approach a project, we optimize the business processes and workflows, ensure that the customer's highest quality expectations are fulfilled, and manage the constantly changing requirements and environment (internal and external, foreseeable and unforeseeable).

Our project management principles can be applied to virtually every sector. Your own experts have the unique technical and branch knowledge that your solutions require. We have the organizational knowledge to manage the project and control influencing factors. Together we build an optimal team. We have experience in numerous areas, including document management systems (DMS), enterprise content management (ECM), software applications for workflow systems (e.g. billing systems), order processing systems for manufacturing and service companies, business process optimization, marketing and sales processes, and development projects for high-tech industry.

We've also been working with the international PDF/A Competence Center since its inception, and have actively participated in numerous international PDF/A, DMS and ECM events.



Our Portfolio

Project Management: Benefit from over 20 years of international project experience. Reeves & Partner offers professional project management in the high-tech and IT branches. Together we'll **determine the time, cost and task goals of your project, and ensure that they are achieved.**

Project Coaching: Your project leaders are facing a tough challenge and need support. Reeves & Partner will coach and assist them, so they can successfully complete their projects themselves. Or we'll help structure the project and take care of the administrative work so that your experts can concentrate on the technical requirements. **You profit from a fully transparent, documented, and organized project administration.**

Project Controlling: Do you want to verify that the project status as reported is accurate? Reeves & Partner will accompany your projects, conduct regular audits, and apply years of experience to determine the actual project situation. **Learn the real status of your projects and know where you stand. Trust is good, control is better.**

Process Analysis and Optimization: Your daily business is dragging you down because your business processes are complicated, incomplete, or outdated. Reeves & Partner specializes in workflow analysis and optimization. We'll find out how you can **achieve the greatest improvements to business processes with a minimum of effort.**

Quality Management: You're worried about the quality of project work. Clearly defined processes and comprehensive guidelines only help when they are followed. Reeves & Partner has extensive experience in quality management and we understand how important a Q-policy is. We'll help you **increase the quality of your business processes, and ultimately the quality of your products.**

Change Management: You're overwhelmed by the number of changes in your project. Changes are a normal part of project life. Reeves & Partner will help you control the entire change process, and we'll manage the changes through to their implementation. **Your Changes will be professionally controlled, and your project won't suffer unneeded delays.**