



# ***The Right Balance Company Pty Ltd***

*ACN 120 724 423*



## ***Project Management Services***

### ***Contact:***

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***The Right Balance***



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**ACN 120 724 423**

## ***MISSION STATEMENT***

***To provide quality, professional services and assistance.***

## ***INTRODUCTION***

***Established in 2002, The Right Balance is proud to offer a range of services including:***

◆ **Grant Writing and Consultancy for not-for-profit organisations.**

Over \$6 million has been successfully secured for numerous groups throughout Queensland. These groups range from small rural community organisations through to state-wide commercial entities. Funding applications have been prepared and submitted for a range of projects in the fields of the Arts, Education, Sport and Recreation, Early Childhood, Youth Services, seniors, Disability Services, planning, infrastructure, events and program development.

◆ **Project and Event Management**

Our project management experience extends from overseeing small-scale renovations (up to \$100,000), playground constructions (up to \$50,000), installation of shade structures (up to \$200,000) through to multi-faceted activities up to \$250,000. Event management services have been provided for medium scale events (up to 4000 people).

◆ **Planning and Facilitation**

Planning and facilitation projects have included: Business Plans, Club Development Plans, Risk Management Plans, Operational Plans, Feasibility Studies and research projects.

◆ **Technical Writing**

The Right Balance has provided customised document production and interpretive signage for large corporate organisations, government and community groups.

◆ **Bookkeeping Services**

Ongoing data entry and reporting services are provided to small businesses, including agricultural, medical and construction entities.

◆ **Secretarial Services**

The Right Balance Company offers a wide range of secretarial services including résumé writing, cover letters, photocopying, data entry, document production, graphic art and general correspondence.





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## ***PROJECT MANAGEMENT***

The following information gives an indication of the project management services offered to organisations:

- ◆ Liaise with funding bodies and co-funding partners and advise of any alterations to project or timeframes
- ◆ Ensure financial constraints are adhered to
- ◆ Liaise with contractors including:
  - Confirming quotes
  - Ensuring licensing and insurance compliance
  - Confirming availability and dates
  - Advising of specific clients requirements
- ◆ Check Asbestos Register
- ◆ Lodge building applications and liaise with local Council
- ◆ Ensure final inspection is conducted by local Council
- ◆ Maintain open communication and Communication Register
- ◆ Organise promotional and acknowledgement signage
- ◆ Issue media releases and collate media samples via a clippings service
- ◆ Complete and post acquittal documents and reports.

## ***FEE STRUCTURE***

Due to the varying degrees of complexity involved in different projects, each individual project is quoted upon request.

Project Management and Grant Writing Services are able to be combined to maintain affordability and continuity throughout the project.





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## ***TEAM MEMBERS***

***Our company's staff members draw from a wide range of experiences and qualifications. This diversity of experience allows The Right Balance to cater to the needs of our broad client base.***

### **Shari Hancox**

**B. Bus., Dip. Ag., Cert IV Bus. Serv., C. Dec.**

Shari is the Company Director of The Right Balance and has a background in accounting and agriculture. She is currently affiliated with the Australian Institute of Project Managers and is a registered grant writer with *Our Community*. Shari's professional affiliations and experience ensure that the latest industry information and best practice is obtained and implemented for clients.

### **Anita McLure**

**B. App. Sc., Grad. Dip. Ed., Cert. Hosp. Op.**

Anita is registered with the Queensland College of Teachers and has a background of teaching in both secondary and tertiary educational institutions. She has also spent time in the banking and retail sectors. Anita has spent several years as an executive committee member of numerous community organisations and was President of the committee awarded the W. Keith Hayes High Commendation Award for Innovation and Excellence in Management Practices from the C&K Association of Queensland.

## ***WHAT NOW?***

Should you seek further information or wish to retain the project management services of The Right Balance, please feel free to contact Shari Hancox using the contact details listed on the front page of this document.

