

The background features a complex geometric pattern. On the right side, there is a large, intricate design of overlapping circles, resembling a 'Flower of Life' or a similar sacred geometry pattern. On the left side, there are several overlapping, irregular polygons and lines that create a sense of depth and movement. The overall color palette is light gray and white.

# **Business Portfolio**

**Ines Lopez**



**Ines Lopez** [ideaelemental121@gmail.com](mailto:ideaelemental121@gmail.com)

MSc in Strategic Project Management, over 10 years of experience leading projects of up to £300m, with multidisciplinary teams of 50 people.

Over that time personal growth tools have become a great asset for my professional success and creating a constructive and productive relationship with clients.

The following slides outline some of the topics where I can add value to businesses as well as some examples of deliverables and testimonials.





# Strategy support

## Integration of vision

- Alignment of work operations with overall vision
- Identification and prioritisation of key work streams to deliver the desired vision
- Definition of timelines and deployment plans to structure work efficiently and use resources effectively

# Organisational support

## **Governance processes**

- Definition of authority levels and mechanisms for decision making
- Portfolio, programme and project management (definition, alignment with vision and best practices)

## **Identification, documentation and organisation of business processes**

- Streamline business activities
- Document processes clearly and efficiently to facilitate collaboration and standardised ways of working



# Management support

## Leadership skills

- Flexible management styles and how to utilise them effectively
- Best practices for high performing teams
- Tools for positive team communications and a collaborative culture

## Management skills

- Best practices to track progress and performance
- Best practices to manage people's professional development



# Employee wellbeing

Sharing practical concepts and tools people can use for their own personal growth and wellbeing will facilitate team productivity, collaboration and business activities.

Some of the topics within this category are:

- how to use conscious thinking and self-awareness for personal growth
- how to recharge yourself consciously to increase your wellbeing and efficiency
- how to implement a growth mindset to be more resilient and proactive
- how to understand and remove resistance to change
- how to understand the root cause of conflict and manage it consciously



# Delivery methods

The content outlined in this presentation can be delivered remotely or in person as:

- a **consulting service** producing outputs for the client and providing support throughout the service. This would include an initial stage gathering information and ideas from staff to develop bespoke solutions that integrate best practices and the company's culture, goals and aspirations.
- stand alone **workshops** tailored to particular concepts
- 1-2-1 **coaching sessions** focused on particular topics
- **consulting hours** to integrate some of this content within existing service providers and activities



The background features a complex geometric pattern. On the right side, there is a large, intricate design of overlapping circles, creating a flower-like or mandala-like structure. On the left side, there are several overlapping, irregular polygons and lines, some of which are faint and light gray, creating a layered, architectural feel.

# **Past deliverables and testimonials**



# Project lifecycle definition

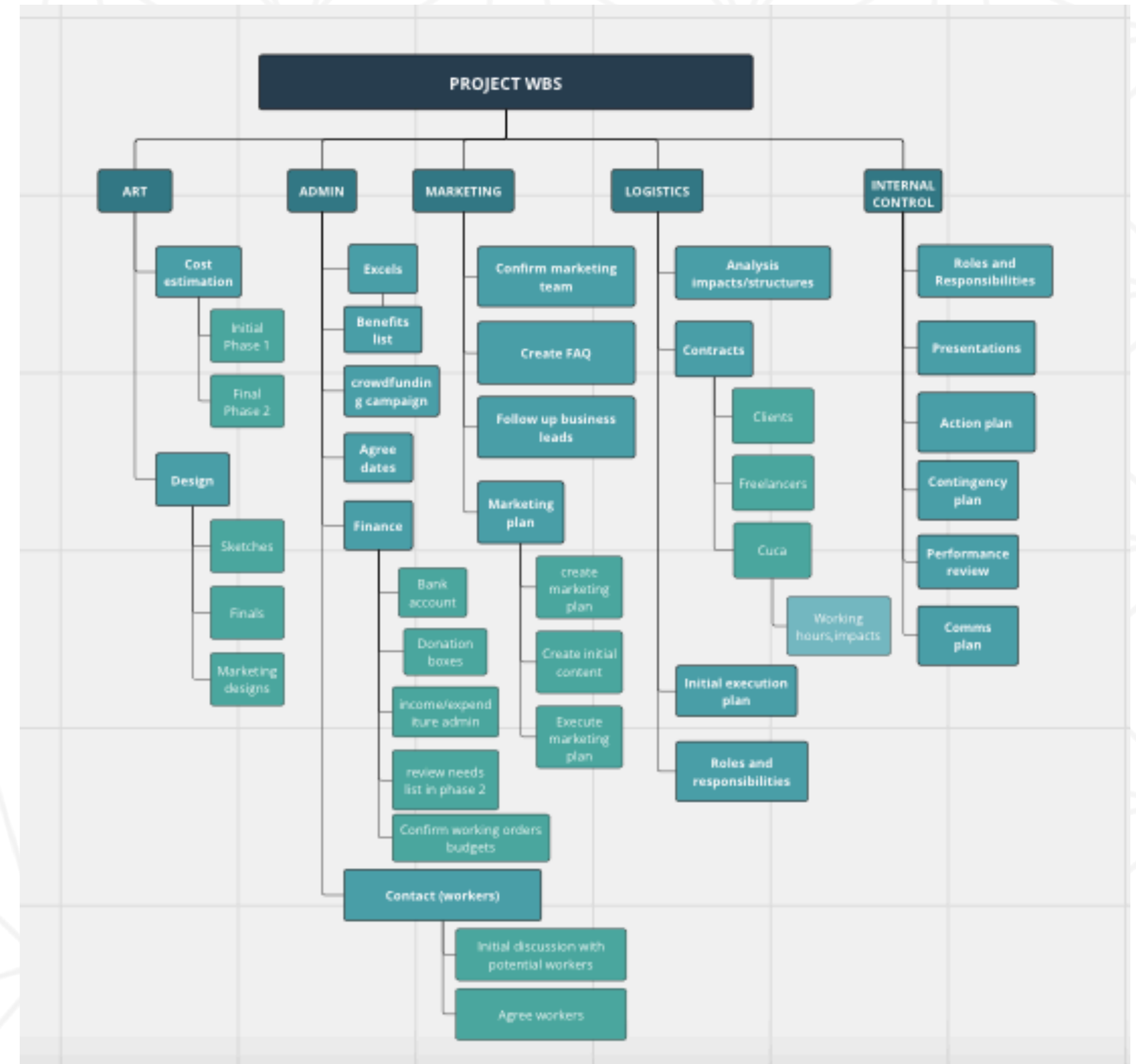
PROJECT STAGES					
	STRATEGY	INITIATION	CONCEPT	EXECUTION	CLOSURE
Q T U O E S A T I S O W N E S R	Is this project aligned with company's values? -Is it worth doing? -Is it more worthwhile doing that other projects in pipeline?	-Do we have enough resources to develop the project in more detail?	-Do we have all we need to carry out the project (funds, human resources, etc.)	- Have we achieved what we wanted? -Has there been any changes?why?	-What have we learned? -Have we delivered all we outlined initially?
D e l i v e r a b l e	Benefits map for project	Quantify benefits map	Review previous documents: -Tempora line with day blocks -Budget with 30% margin -top 10 risks with measures	Use documents defined in concept stage	Carry out lessons learned
	Initial evaluation of project vs company's values	Update project evaluation	Contracts signed	Develop closure management process	Do benefits realisation 6 months after closure
	Timeline with 6 months blocks	Timeline with 3 month blocks	Roles and responsibilities defined and agreed	Carry out change management	
	Budget with 70% margin	Budget with 50% margin	Decision making protocols agreed	Monitor quality	
		5 key risks and proposed measures	Communications plan		
			Stakeholder map		
			Develop change management process		

Definition of project lifecycle principles, outlining the key questions to resolve at each stage of the project and key deliverables that will have to be produced for each project at those stages. This standardises work and provides structure and agreed outputs.

# Project structure definition

This organised graphic ensured all activities were covered and all parties were using the same terminology during execution.

As a result the team developed positive and efficient communications and increased productivity, being clear on what the project entailed.



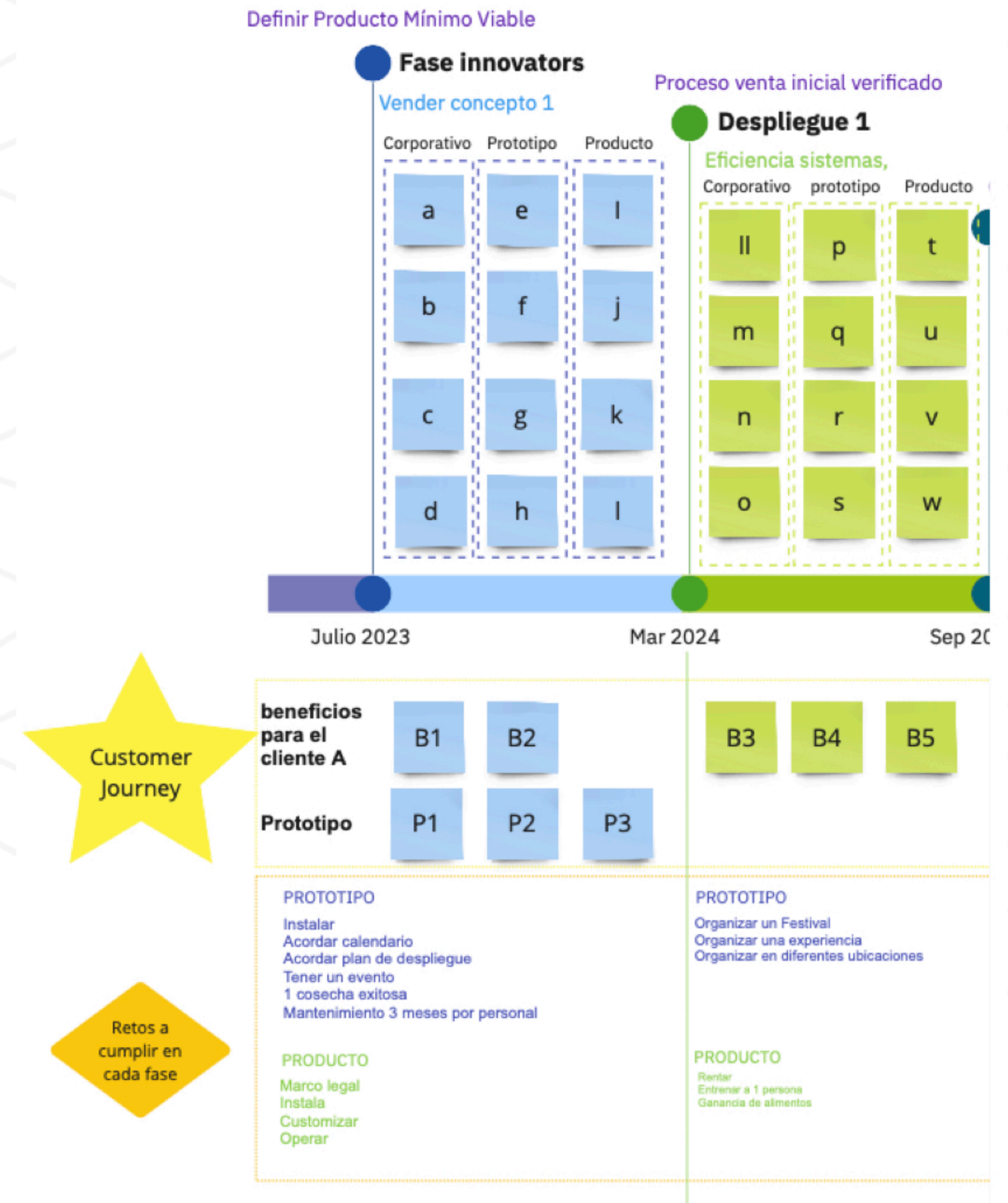


# Programme deployment plan

The objective was showing the alignment between work packages, customer experience and overall business strategy.

This graphic identifies all critical activities of a programme and organises them in phases for an easy and achievable implementation process.

It includes the customer journey and other relevant workstreams that are related to the core activities to allow having an overview of all aspects through one single diagram.

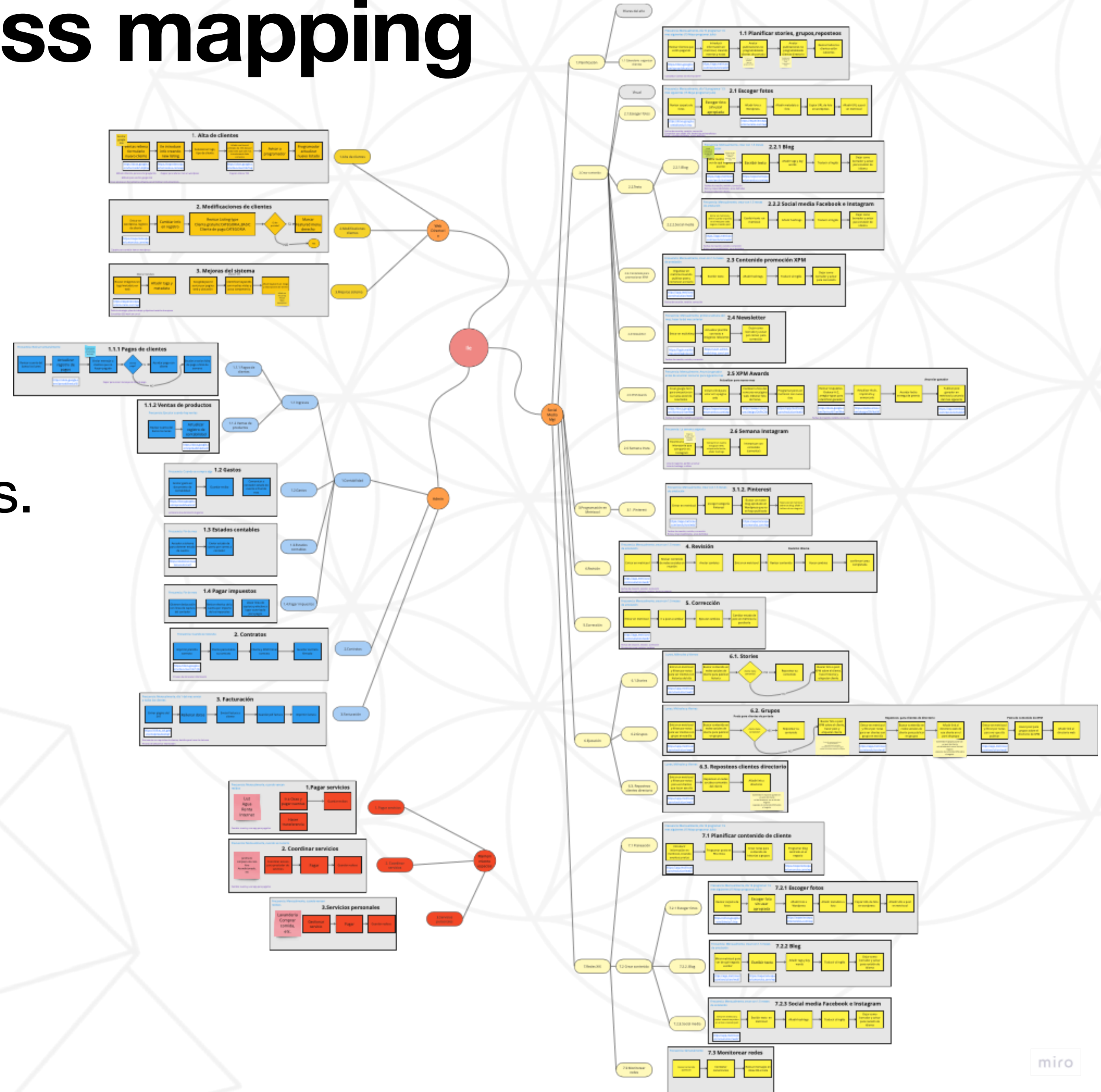




# Business mapping

Definition, organisation and formalisation of business activities.

Each rectangle is a business process outlined step by step.





# Best-spoke process definition

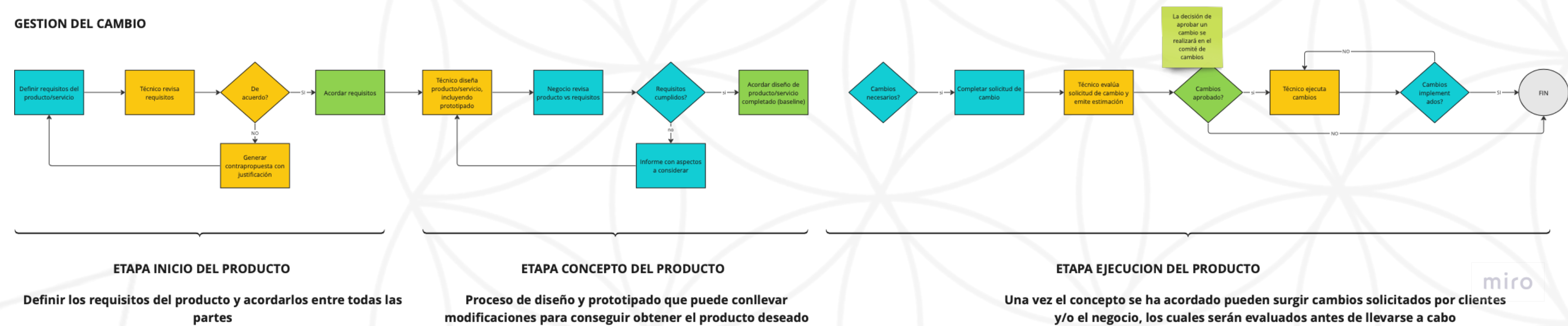
Identification and documentation of key activities to launch a product.

The tracker indicates the timeline by which the tasks should be done, with links step by step instructions for each task.

Time	Activity	Description
5 weeks before launch	Define new product	<a href="#">Section 1</a>
	Create google drive folders and basic docs	<a href="#">Section 2</a>
	Review stats previous campaigns	<a href="#">Section 3</a>
	Define marketing campaign (#videos, copy, budget etc)	<a href="#">Section 4</a>
	Create ads	<a href="#">Section 5</a>
	Create ad pixel for campaign	<a href="#">Section 6</a>
	Create registration emails and page (if there is free programme first)	<a href="#">Section 7</a>
	Create images for new product	<a href="#">Section 8</a>
4 weeks before launch	Run ads for free programme	<a href="#">Section 9</a>
	Create generic content structure for free programme (emails and manychat)	<a href="#">Section 10</a>
	Create Kajabi structure (if members area included)	<a href="#">Section 11</a>
	Create FB group	<a href="#">Section 12</a>
	Create zoom link if needed	<a href="#">Section 13</a>
	Create copy for emails ( onboarding)	<a href="#">Section 14</a>
	Create onboarding manual for clients of paid product	<a href="#">Section 15</a>
	Create/review thrivecart product if paid product	<a href="#">Section 16</a>
	Create sales page, link thrivecart	<a href="#">Section 17</a>
	Create <a href="#">dukesayer.com</a> link for product (pretty link)	<a href="#">Section 18</a>
Two weeks before launch	Review content structure	<a href="#">Section 19</a>
	Review sales page	<a href="#">Section 20</a>
	Review Thrivecart	<a href="#">Section 21</a>
2 days before launch	Schedule FB content	<a href="#">Section 22</a>
	Schedule Emails	<a href="#">Section 23</a>
	Schedule Manychat	<a href="#">Section 24</a>
During free programme	Free programme operations	<a href="#">Section 25</a>
3 days after free programme starts	Promoting the paid programme	<a href="#">Section 26</a>
	Carry out sales calls	<a href="#">Section 27</a>
	Onboard clients	<a href="#">Section 28</a>
	Collect testimonials	<a href="#">Section 29</a>

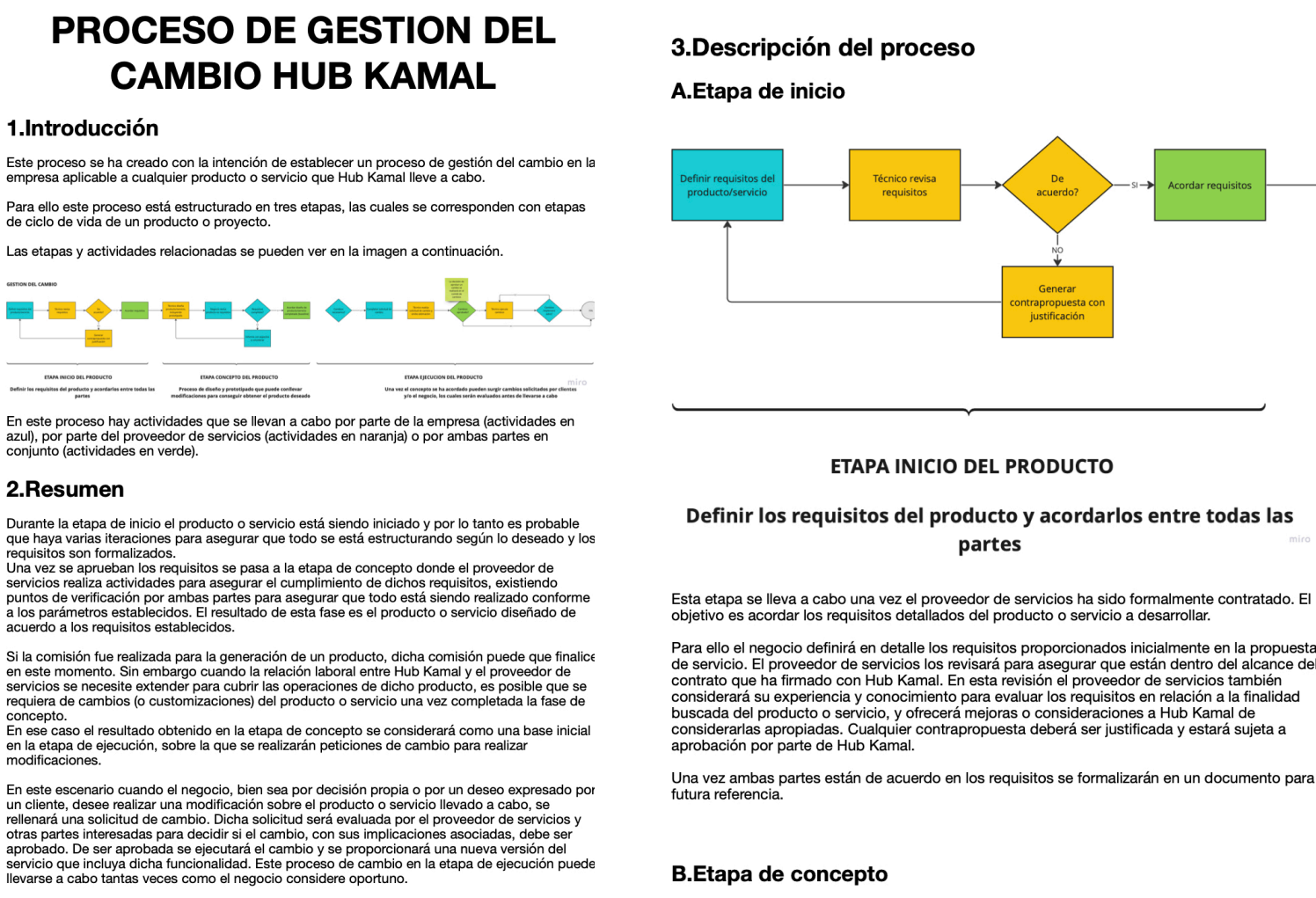


# Best-spoke process definition



Change management process definition.

This process began the homogenisation of terminology and actions for all stakeholders in the business regarding change management.



Detailed document

Solicitud de cambio		
Rellenar por el solicitante	Proyecto	
	Fecha	
	Iniciador de cambio	
	Objetivo de cambio	
Rellenar por proveedor de servicio	Justificación de cambio	
	Impactos:	
		Tiempo
		Costes
		Calidad
		Reputación
		Otro
	Medidas para mitigar impactos	
	Fecha limite para decisión	
	Siguientes pasos	
Rellenar equipo ejecutivo	Aceptar	
		Si
		No
		Otro (condiciones)

Request for change template



# Testimonials

## Jon Green

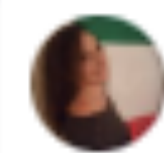
I would highly recommend working with Ines, her vast project management knowledge and experience, plus her commitment and enthusiasm means you wont be disappointed.

## Nigel Hardy

Ines will provide an extremely safe pair of hands combined with a work ethic that can ensure success.

## Nargiz Hajiyeva

It was fantastic that you hit the ground running and created bespoke solutions with great efficiency. Enjoyed the fact that you were thinking outside the box and had the broader picture and strategy in mind while ironing out all that needed to be done on a practical level. Having a project manager who truly can deliver what was promised and giving her best!



Sharon Olivia

I found your take on limiting beliefs easier to understand for people with little understanding, I thought it was well written and well thought out.

< 12



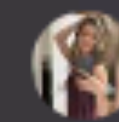
Sergio Mohar

last seen today at 8:12 pm

Inés es una coach excepcional. Su habilidad para crear un ambiente seguro y de confianza es notable. Su enfoque holístico y comprensivo del trabajo con la sombra es realmente impactante. Es una profesional dedicada que realmente se preocupa por el crecimiento y bienestar de sus clientes.

Los resultados que he experimentado después de trabajar con Inés incluyen una mayor claridad sobre mis patrones de comportamiento, una mayor comprensión de mis emociones y una sensación de empoderamiento para abordar aspectos de mí mismo que solían ser desafiantes. Su apoyo ha sido fundamental en mi viaje de autodescubrimiento y crecimiento personal.

11:29 am

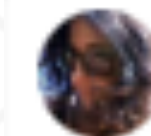


Diana Llanos Hk

Trabajar con Inés fue una experiencia transformadora. Como gestora de proyectos, demostró una habilidad excepcional para tomar proyectos aparentemente caóticos y dotarlos de estructura y orden. Su enfoque claro y su capacidad para identificar áreas problemáticas fueron fundamentales para llevar a cabo la tarea. Inés no solo identifica problemas, sino que también propone soluciones efectivas, utilizando tanto herramientas de gestión como técnicas de coaching basadas en el pensamiento consciente. Su fuerza y claridad son palpables, y su eficiencia es verdaderamente impresionante. Además, su disposición para escuchar y proponer ideas constructivas la convierte en un recurso invaluable para cualquier equipo.

Inés no solo se destaca en la gestión de proyectos, sino que también posee una habilidad innata para enseñar y guiar en temas de desarrollo personal y pensamiento consciente. Su metodología precisa y congruente hace que sea fácil disfrutar del proceso de aprendizaje y delegar responsabilidades con total confianza. Inés simplifica de manera magistral las complejidades del desarrollo personal y promueve un ambiente de trabajo positivo y colaborativo. Gracias a su colaboración, hemos logrado una tracción significativa y hemos identificado aspectos que antes no eran evidentes. No puedo sino expresar mi profundo agradecimiento por su contribución y su enfoque consciente y proactivo, que sin duda alguna ha elevado nuestro desempeño como equipo.

14:46



Julianne Birtles

I liked the conscious ownership at work, very relevant & important. So many dynamics/hierarchicals at play here,