



Virtual CTO Service by Solution Planets

Scope of offering:

- **IT Architecture** – The Virtual CTO service will translate your real business needs into cutting-edge and new technology. We will evaluate your current enterprise applications and recommend solutions to enhance it for more user productivity, if required.
- **Setting up Roadmap** – Our Virtual CTO will go through a discovery phase to learn your short term & long term business plan, and help develop a custom IT roadmap to help you meet your goals.
- **IT Operations** – We'll leverage the Virtual CTO service to implement highly redundant infrastructure services and policies that will enable your business to run day-to-day IT Operations smoothly. We will help you to document your process, procedures and guidelines related to IT Operations.
- **Security** – Our Virtual CTO will implement policies and analyse risk (internal audit) that will ensure your IT network is in compliance with current security standards, which will enable protection against hackers, malware's and any unauthorized access to the company networks.
- **Disaster Recovery** – Virtual CTO will architect and roll out procedures to back up your mission critical data – either by backing up your data to a local repository or to an industry approved remote location.
- **Vendor Management** – Our Virtual CTO will help you identify and manage IT vendors that will meet your specific business needs. Our approach will result in controlling costs and removing day-to-day hassle so you can focus on your business.
- **Asset Management** – Our virtual CTO will help you to have an Asset Inventory process with execution plan. We will also recommend tools for the same. It also includes software license management.
- **New Technologies** - Providing consultation and suggestions on how your organization can utilize new technologies to increase outcome and improve efficiency.

How it works?

- Initial online meeting with the management and signing of contract (for 1 year).
- Various data requests from our side after one week of first online meeting against which the client have to submit the relevant data in 2 weeks.
- We analyse and create a strategy and action plan for the year and online meet again after 2 weeks.
- We share and discuss our strategy and plan with the management and initiate the execution plan.
- Once a month online meet for validation and measurement of the plan implementation.
- For the first 3 months, continuous mail communication to help in execution of the strategy.

Responsibilities of client:

- Appointing a single point of contact who can respond back to queries within 12 Hrs.
- We will create processes, documentation, forms, etc which are required as part of the execution. We will also audit the same with our measurement audits and expect the client to make these tasks mandatory with priority among the team members.
- All data entry, additional technology/security tool licenses, application/software development, etc will be client's responsibility. We will certainly suggest options based on which client can take decision.
- Full involvement and time dedication during online meetings and required infrastructure (laptop/computer with full battery backup, uninterrupted internet connectivity, headphone, note and pen).

Commercials:

Rs. 5000 p.m. + taxes to be paid in quarterly advance.

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