OVERWHELMED WITH YOUR TECHNOLOGY? WE CAN HELP YOU MANAGE AND LEVERAGE THE
TECHNOLOGY YOU HAVE OR FIND THE TECHNOLOGY YOU NEED TO FURTHER YOUR MISSION.
WE FIND THE SIMPLEST AND MOST ECONOMICAL PATH, WHETHER YOU ARE A LARGE
INSTITUTION OR A ONE PERSON OFFICE.

LYRIC SYSTEMS SERVICES INCLUDE

Reorganization & Technology Management Consulting
- Assess & inventory the technology (databases, websites, email, software, etc.) used throughout your organization.
- Assess communication, management and information-sharing issues to determine roadblocks to success.
- Identify gaps in the current technology platform in order to align your organization with its current and future needs.
- Document existing workflows and procedures before recommending changes.

Software Research & Selection
- Assess business needs based on an organization's strategic plan.
- Identify and determine which software vendors should be evaluated further.
- Assist clients with the vendor demo and evaluation process to determine the best product for their organization.

Website Consulting
- Advise and guide clients on how to create a site map and project plan for their website.
- Create the website template design and assist the clients to determine the website's overall site structure and navigation.
- Implement interactive features into the website such as: event calendars; blogs; donation processing; membership management; email blasts, etc.
- Train staff on the management of their website content and interactive features.

Custom Report Writing
Develop custom fundraising and financial reports in order to:
- Assess the state of the fundraising department's efforts;
- Guide the fundraisers in the development and implementation of their fundraising programs;
- Determine the next-likely paths for success in reaching their strategic goals.

Database Conversion
- Analyze data from all sources – Databases; Excel files; Word documents, etc. to determine what information is useful and should be converted to a new system.
- Determine what information will go where in the new system (known as database mapping).
- Establish & document the data-entry standards; business rules; codes and security which affect the stewardship and management of the constituents in the database.

Staffing and Training
- Assist client with the hiring of qualified personnel to support their system.
- Train staff on procedures or software.