

Sample 1

In the virtual world we live in today, it is simple to run a business from one state and outsource certain roles to virtual employees that live all across the United States or even in different countries. Outsourcing, plain and simple, is delegating work to freelancers, virtual assistants or companies that are not on the payroll for your business.

Why would a business outsource work to someone outside of the business?

The answer to this is plain and simple too. Businesses outsource work because someone else can do it better, faster, and cheaper than you can. Even more importantly, outsourcing work frees up your time and the time of your employees to focus on what they do best and on the roles that make you the most money.

If you're the owner of the business and you charge your clients \$100 an hour and you have to book a business trip to Japan to meet with potential clients, is it faster, more effective, and cheaper to book the trip yourself or to outsource the role to a travel consultant to handle it for you?

Sample 2

The Costs Involved

The primary benefit of outsourcing is that it saves the client money, so there is a significant cost savings associated with outsourcing. Since you are paying the vendor based on project work, you only pay the vendor when you need a project completed. You do not have to worry about paying the salary, health benefits, Internet usage, and office space associated with having a full or part-time employee on staff. When you use the vendor, you pay only for the work. When you do not need the vendor, then you are not obligated to pay a fee.

Sample 3

Is Your Business Ready To Outsource?

Rather than ask the question, “Is my business ready to outsource?” the better question may be, “Is the lack of outsourcing holding my business back from growing and prospering?”

Sample 4

Step 2: Assemble a List of Candidates: When you send out a call for vendors to outsource a role, you may run into one of two problems. You’ll either receive so many responses that you’re overwhelmed or you don’t receive enough responses to find vendors that fulfill your need. In some instances, you’ll fall somewhere in between. If

you are inundated with responses, you then have to narrow down the list of potential candidates to a number that you can realistically manage.

For example, if you have a large project that is going to be broken down into smaller pieces, each piece will be assigned to a different vendor (called multi-sourcing), then you'll want to narrow down your choices based on the knowledge and experience the vendor has as it relates to each piece of the project.

Sample 5

→ **Single Vendor Outsourcing Versus Multi-vendor Outsourcing**

Depending on the scope and level of complexity of the project, you may be able to find a single vendor that can handle the entire project. More complex projects that have more moving parts associated with them may require you to hire multiple vendors to outsource different aspects of the project that coordinate with each vendor's area of expertise. For example, if the project is to launch a new business website, then you need a marketing consultant to create the website plan, a website designer to create the layout, and a copywriter to write the text and copy that goes into the layout of the site.

Sample 6

Establishing What You Want To Outsource

Once you decide that outsourcing the entire project or a portion of it is the direction you want to take, it's time to prioritize what you want the outcome of the project to be. The reason this is important is that all companies tend to have a laundry list of wants but only a limited amount of resources to help them attain what they want. Make sure that you're focusing your efforts on what the most important aspects of the project are and devoting your time and resources there.

Sample 7

→ *Respect The Time Frame*

While you shouldn't rush to choose a vendor, it's also important not to allow negotiations between you and vendors to drag on for too long either. Time kills all deals, so when you do find a vendor that you're interested in pursuing, pursue them with a sense of urgency to close the deal as soon as possible so that it's mutually beneficial to you and the vendor.

Sample 8

Operational Assessment

In the operational assessment stage, you're assessing your company's ability to manage the outsourcing process, including if there are measurement standards in place. The operational assessment requires you to map out the processes that take place within your organization as it relates to the work. Then you have to understand the nature of the processes, benchmark the processes and manage all of the critical elements involved in the processes.

Sample 9

The Ten Main Mistakes Of Outsourcing—And How You Can Avoid Them

1. Lack of Management Commitment

Successful outsourcing initiative requires management buy-in. This includes management's commitment to resolving business problems by turning to vendors that can provide effective solutions.

2. Minimal Knowledge Of Outsourcing

In order to ensure a successful outsourcing strategy, all of the parties involved must understand the intricacies of an outsourcing strategy. This means learning and embracing the outsourcing lifecycle. It also means using the lifecycle as a guide to move you through each stage of the process successfully. For businesses that do not

already have vendor assessment strategy in place, it means creating the strategy assessment, which is the start of the outsourcing lifecycle.

Sample 10

Proper relationship management can make the difference between holding the relationship with your vendor together or the entire relationship crumbling.

Create a relationship management plan that includes:

- Descriptions of the outsourcing needs
- Identification of the key people involved in the outsourcing process
- Schedule or time line of the outsourcing activities