



## ABOUT US

Phased Solutions (PSI) is a woman owned small business (WOSB) established in 2017. Chief Executive Officer and owner, TM Forgét, has invested more than twenty-five years in the Department of Defense industry where she gained her impressive experience in operations.

- LVC Simulation
- Design, Manufacturing, Fabrication, Production
- Services, Logistics

## CONTACT US

Let our services compliment & support your business!

Make *your* day-to-day easier!

407-729-1298

[info@phasedsolutions.com](mailto:info@phasedsolutions.com)

[www.phasedsolutions.com](http://www.phasedsolutions.com)

# PSI

**Our Focus On Phases  
Yields Stellar Results**

[www.phasedsolutions.com](http://www.phasedsolutions.com)

## Compliance analysis.

***The one you need to close the gaps compliance slips through!***

Performs evaluation and analyses to ensure adherence to the guidelines established by company policy and procedures and or the governing body that regulates them. Results and supporting information is then provided to our customer identified management for company decision on path(s) forward.

## Contract Administration.

***Administering contracts is about communicating, tracking, following up, and successfully achieving compliance requirements.*** Our CA provides the administrative support necessary to meet the requirements of terms and conditions under contract with customers, vendors, partners, employees.

## Contract Management.

***Managing contracts is about maximizing operational abilities and reducing risks.*** Our CM interprets and communicates requirements made under contract with customers, vendors, partners, or employees and works closely with the appropriate team to ensure compliance or to recover from non-compliance. Contract Managers may write, initiate, and negotiate contracts.

## Mission Statement

***To apply our focused experience and knowledge to critical phases and to parallel those phases for maximum efficiency and a consistent yield of stellar results.***

## Virtual Assistant.

***It's about focusing on you so you can focus.*** This person executes administrative and data entry tasks in a timely manner with discretion & confidence. Administrative and data entry tasks are performed remotely and within a virtual environment of your choosing or within one PSI can create within seconds. Excellent communicator with great verbal and written skills, organized, driven with attention to detail, and technology savvy. What do you need today?

## Accounting Assistant.

***Handles data entry and bookkeeping tasks so you don't have to!*** The Assistant takes care of important requirements – like invoicing! - so you can focus on core business. The Assistant generally works remotely with such systems as QuickBooks. Whether or not you have accounting based software, contact us, we can help you get the job done.

## Compliance support.

***Big audit coming up to prepare for?***

We can provide those extra knowledgeable hands to support internal audit personnel or customer identified management by collecting and coordinating internal compliance data with auditors and various departments. Supports requirements of external compliance audits. May also act as the internal auditor, implement industry compliance system registrations, procedures, and policies as requested by customer.

## Operations Analyses & Support.

***Sometimes looking for the root cause over and over again means it's so in front of us that we can no longer see it.*** We have the necessary fresh perspective to evaluate and analyze the efficiency of operations and recommend improvements to customer identified management. Enhances management incite to successfully improve challenged areas. with methods befitting your env May continually support improvement plan implementation, progress, and achievement of established goals as desired by customer.

