GO Journey — MISSION POSSIBLE

ONSITE & VIRTUAL BUSINESS ADMINISTRATION, SOP, & TRAINING
STRATEGIC & CHANGE MANAGEMENT, TRAINING, & FRONT OFFICE SUPPORT

PEOPLE, PROCESS, AND TECHNOLOGY
INTEGRATED & CONGRUENT TO THE MISSION

ENGAGE → FACILITATE → TRANSFORM

CONSULTING INNOVATION VOCATION

MAKING THE MISSION POSSIBLE FOR CORPORATIONS, ORGANIZATIONS, AND PEOPLE

GO Journey, Inc. – Charleston, WV 25315 / go@gojourney.be / GOOGLE VOICE: 716-775-7639

GO Journey, Inc. is 2 years young, but we bring to you 30 years of Operations, Contract, & Portfolio & Program Management Office (PMO) Management support services experience. **Dependable & Dedicated**

SOP + TRAINING + OPERATIONS SUPPORT = STABILIZATION

STANDARD OPERATING PROCEDURES (SOP)

SOP – A set of step-by-step instructions compiled by an organization to help workers carry out complex routine operations. SOPs aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with industry regulations.

PRODUCTS/SERVICES: New & Updated SOP Manuals, Business Approach Modeling

STANDARD OPERATING PROCEDURE MANUAL

Your chosen approach/process/steps, referencing federal, state, local, OSHA, and your performance measures. Policy, process, procedures for all to execute consistently. Showing your ability to execute consistently as a Prime or Subcontractor above and beyond the requirements. YOUR SME + GO WRITING = SOP MANUAL

OPERATIONS, EVENT, PROJECT, & CONTRACT SUPPORT SERVICES

Temporary Office Staff – Onsite, Virtual Customer Service, Event Coordination, Data Analysis, RFP Research, Project Coordination, Documentation, Lessons Learned, Contract & Certification Reporting. Small business with small staff, we are your back up office staff.

PRODUCTS/SERVICES: Business, Event, Project, & Contract Management Support

BUSINESS SUPPORT SERVICES - VIRTUAL ASSISTANT

Go will be your business operations management support team. Do you need someone to answer the phone? We will also serve as a Virtual Assistant for your business. We will research contracts, provide recommendations and business technical writing support. Every contract requires paperwork, so we will coordinate and complete paperwork and report. Stabilization & Commercialization Support Services. GO VIRTUAL ASSISTANT

LEARNING/TRAINING & DEVELOPMENT

Microsoft, Computer & Digital Literacy, Leadership, Owner of the Business, Quickbooks, +

PRODUCTS/SERVICES: Onsite, Our site, Virtual/Online Learning Services

Office 365

YOUR TRAINING SUPPORT

Training Administration, Delivery, Certification Tracking, Reporting

Office 365 – enabling virtual communication between headquarters and field.

GO TRAINING SUPPORT

COMPANY DATA

47-3824566 / 079814343 / 7EH03

AFFILIATIONS:
- Project Management Institute (PMI)
- Business Process Management (BPM) Institute
- Women's Business Enterprise Network (WBENC)

NAICS

MANAGEMENT:
541512 – Systems Design
541611 – Portfolio Management
541612 – HR Policy & Procedure
541614 – Business Process Mgmt.

LEARNING:
561410 – Policy Procedure Manuals
541611 – BPM & Org Development
541612 – Human Resource Mgmt.
611420 – Computer & IT Training
923110 – Education Planning
624310 – Vocation & Job Coaching

UNSPSC®
80101500 – Management Consulting
80101600 – Project Management
80111500 – Human Resource Dev.
80111600 – Temporary Staffing
80111700 – Recruiting
80111800 – Temporary IT Staffing
80161500 – Administrative Support
80111500 – Systems Design & Deploy
82111500 – Technical Writing
93141509 – Social Problem Analysis

PSC
AF15 – Training Operations Management
AF16 – Executive Management Coaching
R406 – Policy Evaluation (Gap Analysis)
R407 – Program Evaluation Services
R409 – Program Review/Development
R419 – Educational Services
R426 – Communication Services
R550 – Study/Organization/Admin
R799 – Management Support Services
R702 – Data Collection Services
R704 – Program Auditing Services
U008 – Training/Curriculum Dev.

BUSINESS CERTIFICATIONS

Women's Business Enterprise Network Council (WBENC)
Woman Owned Small Business (WOSB)
ED Woman Owned Small Business
Disadvantaged Business Enterprise (DBE) WV, KY, OH
Small, Women-, and Minority-Owned (SWAM) Business – WV
Certiport Authorized Test Center (CATC)

EDUCATION:
B.S. Business Administration: Marketing
M.S. Adult & Technical Education:
Training & Development,
Management of Information Systems (MIS)

DESKTOP CERTIFICATIONS:
Microsoft Certified Professional (MCP)
IC3 – Certified Educator
Certified Curriculum Design & Development

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