



Technical Project Management
Disaster Recovery Planning
Disaster Recovery Deployment
Business Process Engineering
Technical Process Engineering
Business Process Analysis
Business Application Analysis
Vendor Management
Operational Procedures
Technical Documentation
Staff Accountability Process
Process Walk-through
Table-Top Exercises



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HOUTKIN &
ASSOCIATES, LTD.

Services



HOUTKIN & ASSOCIATES: SERVICES

Houtkin & Associates, Ltd. brings seventeen years of experience in the Financial sector, consulting for both Business and Technology organizations, providing the following services

Mission Statement

The mission of our company is to:

Create Disaster Recovery-related processes and procedures that are presented in a clear and concise manner, ensuring broad staff acceptance and safety in case of a Disaster Recovery-related event;

Create and facilitate business and technical processes and procedures that are integrated into existing processes and procedures – ensuring acceptance and ownership for the duration;

Perform and provide quality research that is presented in well-written and accurately expressed documentation

Provide well-written and technically sound documentation for use by End Users and Technical Engineers and Specialists.

TECHNICAL PROJECT MANAGEMENT	BUSINESS AND TECHNICAL PROCESS ENGINEERING AND DOCUMENTATION
COMPLIANCE AUDITS	PROCESS WALK-THROUGH AND TABLE-TOP EXERCISES
DISASTER RECOVERY PLANNING, DEPLOYMENT AND TESTING	CRISIS MANAGEMENT TEAM PROCESS, DOCUMENTATION AND DRILLS
TECHNICAL TEAM LEADER; BUSINESS AND TECHNOLOGY LIAISON AND FACILITATOR	STAFF ACCOUNTABILITY PROCESS, CREATION, DEPLOYMENT, DOCUMENTATION AND DRILLS
TECHNICAL DOCUMENTATION	RISK ASSESSMENT AND MITIGATION