MAPA

INDEPENDENT FAMILY HOUSE

MAPA JOURNEY · STEP 2

Project

2

A defined project.

Coordinated contributors.

Decisions followed through.

A committed project, *constant visibility.*

MAPA Project organises how a project runs and keeps visibility on its actions, timeline and decisions.

EXAMPLES OF ASSIGNMENTS

- Setting up a business
- Administrative organisation of a company
- Relocation project
- Administrative coordination of a renovation
- Setting up a management dashboard
- Development and search for partners

Within the scope defined for each assignment.

THE OUTCOME

At every stage, you know where your project stands: the actions, the timeline, the budget provided and the decisions made.

WHO IT IS FOR

Entrepreneurs · Business leaders · Families

You decide. We keep track.

A defined assignment, *roles in writing.*

A named contact organises the project. Everyone knows what to do, and when.

INCLUDED SERVICES

01 Scoping

02 Planning

03 Responsibility matrix

04 Coordination of contributors

05 Tracking of actions and deadlines

06 Tracking of the budget provided

07 Preparation of the client's decisions

08 Assignment close-out

WHO DOES WHAT

MAPA

Scopes, plans, coordinates contributors, tracks actions and the budget provided, prepares your decisions.

You

Approve the scope, arbitrate and decide. You pay external contributors' costs and fees directly.

External contributors

Deliver their services under their own responsibility.

Authorities and third parties

Decide according to their own rules and timeframes.

Five steps, *a clear project.*

01
SCOPING
Goals, scope and contributors. Launch sheet.

02
PLANNING
Timeline and "who does what" matrix.

03
TRACKING
Action log, budget tracking and reports.

04
DECISIONS
Decisions prepared, then recorded in a register.

05
CLOSE-OUT
Review and handover of the close-out file.

DOCUMENTS PROVIDED

- Launch sheet
- Timeline
- "Who does what" matrix
- Action log
- Budget tracking
- Reports
- Decision register
- Close-out file

The responsibility matrix shows you, at any time, who owns each step.

MAPA PROJECT · WHO DOES WHAT

Step	MAPA	You	Contributors
Scoping	■	□	
Planning	■	□	□
Coordination	■		□
Decisions	□	■	
Close-out	■	□	

■ Responsible □ Involved

ILLUSTRATION · RESPONSIBILITY MATRIX

Three formats, *according to project size.*

TARGETED PROJECT

On request

Up to 3 external contributors. 6 weeks. Weekly check-in.

COORDINATED PROJECT

On request

Up to 6 external contributors. 12 weeks. Weekly check-in and monthly summary.

BESPOKE PROJECT

On quotation

International project, several assets or particular complexity.

The price is set in writing, once the work, deliverables and included meetings are defined.

PAYMENT

40% at launch, 40% at the interim milestone defined in the contract, 20% at close-out.

CONTACT

One named contact, from scoping to close-out.

SCOPE OF THE ASSIGNMENT

- External costs and fees excluded.
- No guarantee of a third party's decision.
- No management of bank accounts and no receipt of funds.
- No direct operation of aircraft or yachts.
- No permanent availability.
- Prior amendment for any significant change.
- No follow-up after close-out without a separate contract.

Tell us about *your project.*

A first conversation lets us define the scope of the assignment and the right format.

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Book
a meeting

CONTRACTING ENTITY

MAPA SYNERGY S.à r.l. · 26 rue du Commerce, L-3450 Dudelange · RCS Luxembourg B241974 · VAT LU31988923 · Business permit no. 10108681/0-1-2-3-4: accountant, commercial activities and services, real estate agent, property manager, co-ownership building manager, real estate business introducer.

JURISDICTIONS

From Luxembourg, MAPA works with licensed professionals in Luxembourg, France, Monaco, Dubai, Portugal, Malta, Italy and Switzerland. Each acts within their own jurisdiction, under their own responsibility.

LICENSED PROFESSIONALS

Legal, financial and tax advice, accounting, statutory audit and other regulated services are provided by the relevant licensed professionals, under their own responsibility and for their own fees. MAPA receives no commission from banks or insurers. Any other fee from a partner is disclosed to the client before signing.

Presentation document. The applicable terms are those of the signed contract.