

MBarron Consulting Limited

Company Infrastructure and Environment

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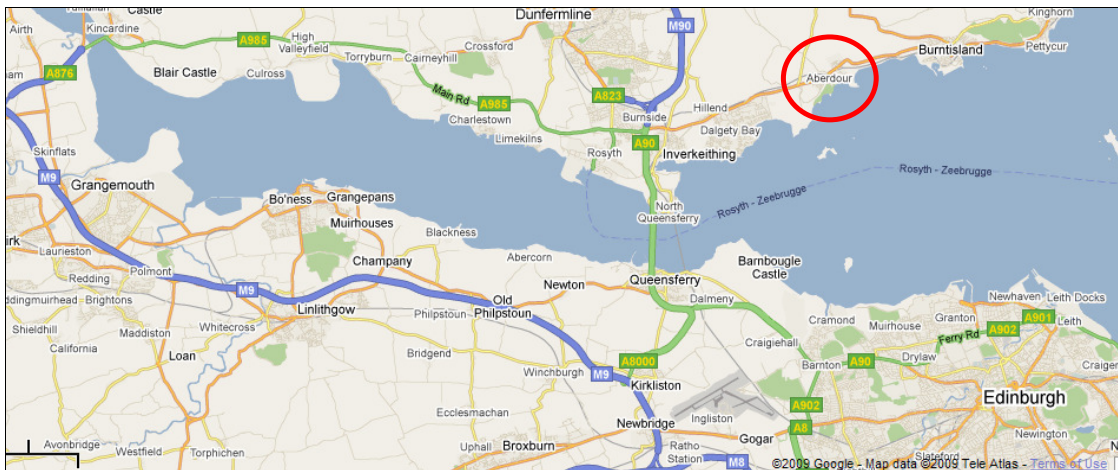
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1 Overview

MBarron Consulting Ltd (MBCL) provides agile business to business services at client premises and also at our own offices. MBCL has been set up to be a 'light footprint' business with minimal infrastructure, mainly embedding consultants inside client projects to operate as part of that team and making use of client facilities. MBCL does however have a small office and this contains the necessary IT and other basic company infrastructure to operate as a small service Ltd.

2 Premises

MBarron Consulting Ltd (MBCL) premises is a dedicated office within the residential home of the Managing Director. The office can be found at the following location:



Netherlea, 4 Inverkeithing Road, Aberdour, Fife, KY30RS

The office is in a good location in central Scotland allowing direct access to both Edinburgh (25 minutes) and Glasgow (80 minutes) by train and within 30 minutes drive of Stirling, Dundee and St Andrews. The office is also 20 minutes drive from Edinburgh International airport allowing MBCL to travel to client sites around the rest of the UK and Europe.

The offices have adequate off-street private parking for up to 6 cars.

3 Company Environment

MBarron Consulting Ltd (MBCL) is a light footprint business and our operating environment and infrastructure is therefore deliberately minimal. This allows us to remain agile, keep our operating costs low and means we will readily work with and to our clients IT and operational infrastructure including emails, computers etc.

The dedicated office facility contains all the standard office IT and supporting infrastructure to respond to client requirements and meet our client service expectations. In most projects we will spend the majority of our time at client sites and therefore our capacity and ability to service client needs is more often dictated by the environment and infrastructure provided by that client.

The environmental and infrastructure requirements will always be discussed and agreed with a client before accepting a particular contract.

4 Operating infrastructure

Current MBCL physical and hardware infrastructure contains:

- Office desk & pedestal
- Storage cupboards
- Desktop PC & LCD monitor
- Laptop PC & LCD monitor
- Wireless router and secure broadband modem
- Duplex colour printer
- Flatbed scanner
- Digital projector
- Digital stills camera
- Digital video camera
- Environmental Ergonomics meter
- Document shredder

IT hardware is maintained on a needs basis and has a planned replacement cycle of 3 years. IT older than 3 years will be re-sold by MBCL or if the item has no resale value, it shall be gifted to others (e.g. local schools), recycled (wherever possible) or disposed of safely (where gifting or recycling is not possible).

Current MBCL service infrastructure contains:

- Mobile phone contracts with Orange & O2
- 0845 telephone service contract with UK2Numbers
- Broadband service provider contract with Freeola
- Website domain hosting with Freeola

Current MBCL software infrastructure contains:

- Microsoft Windows XP
- Internet Explorer
- Microsoft Office 2003 including MS Outlook
- Microsoft Project – project management
- Microsoft Visio – drawing and layouts
- Microsoft Frontpage 2003 – internet development
- Intuit Quickbooks – accounting and invoicing
- Norton Internet Security

MBCL uses mainly Microsoft Windows software products to ensure maximum compatibility with and between the majority of our client files and infrastructure.

The company **risk analysis checklist** is applied at regular intervals to ensure that the company infrastructure and environment is maintained in a manner that best supports the needs of MBCL clients and allows us to maintain our agile framework and light footprint.