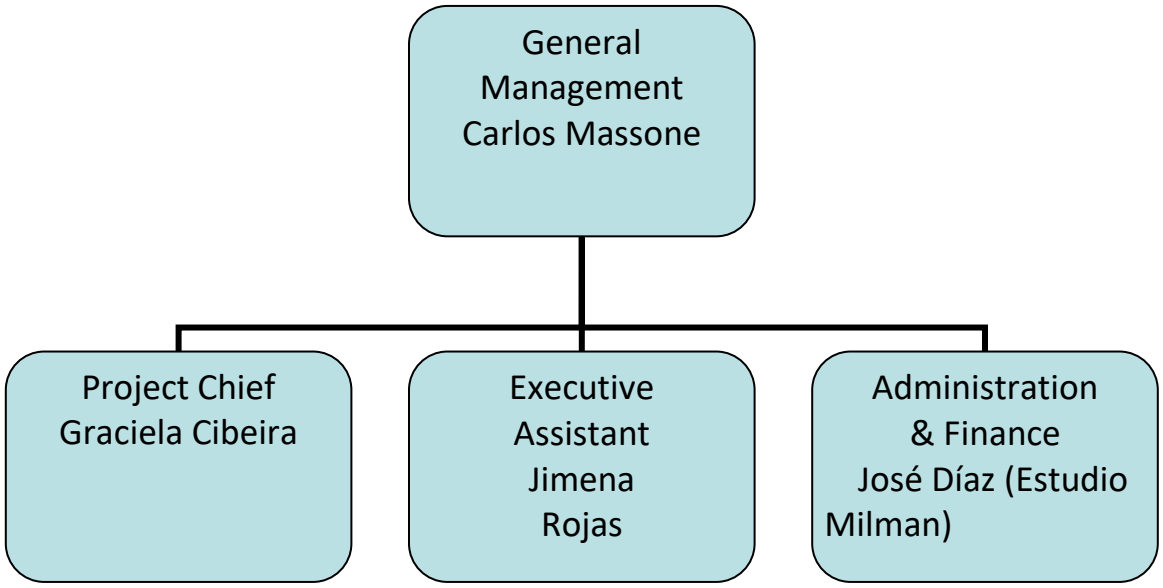


Ilustración 1

General Management: Carlos Massone is responsible for overseeing all project functions. A major part involves leading and directing employees. He delegates administrative tasks, such as accounting, paperwork and payroll as well as interviewers training and supervision, while giving all participants the freedom to deal with the other issues, field work, data process and analysis. In doing so, he ensures administrative efficiency, proper procedure, implementation of policies and employee morale.
Final report revision and approval before delivery is within his main corporate responsibilities.

Project Chief: Graciela Cibeira is responsible for clearly defining the project to ensure that each stage of the project can be understood by the field team and implemented effectively. Ensure delivering projects on time and within budget by understanding what management tools to use, how to schedule, plan and cost a Project, ensuring that field team has the right blend of knowledge, experience and perspectives

She is also responsible for minimising the chance of problems with the project by learning

techniques for managing risk and maintaining quality.

Executive Assistant: Jimena Rojas is responsible for managing client needs and expectations together with: a) Identify recurring themes or patterns of data and insights. b) Weave individual findings and data points into key conclusions and action courses. c) QA of all data before distributing and processing. d) Create deliverables that are appropriate to client needs and abilities and e) distinguish between confirming existing and discovering new insights.

Administration and Finance: José Díaz is in charge of bookkeeping and administration services including budgeting, financial reporting, time keeping (hours registration), invoicing, payment of interviewers and interviewees fees and travel allowances, tax declarations, personnel affairs and any relevant financial data related to the project in order to ensure delivering of projects on time and within budget