Consultancy Package

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Orthrus: Consultancy Package

Introduction to Consultancy Package

Welcome to the Orthrus Consultancy Package, a specialized suite of tools designed to support consultancy firms and professionals in guiding clients through AI compliance under the EU AI Act. This package provides the resources and features needed to assist organizations in achieving AI compliance.

In this documentation, you'll find comprehensive information on how to effectively utilize the Consultancy Package, from installation and setup to collaborating with clients and accessing consultancy resources.

Summary of Each Section:

- **Getting Started**: Explains the initial steps users need to take to begin using the Consultancy Package, such as installation and user access setup.
- **AI System Identification (Module a)**: Details how the package supports consultants in identifying AI systems used by their clients and its significance in the context of AI compliance consultancy.
- **Risk Classification (Module b)**: Explains how the package assists consultants in risk classification of AI systems, providing them with the tools and resources necessary for making informed risk assessments.
- **Risk Reports (Module c)**: Describes how the package enables consultants to generate risk assessment reports for clients, fostering collaboration and client engagement.
- **Consultant-Client Collaboration Tools**: Explains the collaboration features within the package, allowing consultants to work closely with clients through document sharing, discussions, and progress tracking.
- **Consultancy Resources and Knowledge Base**: Describes the resources, templates, and best practices available for AI compliance consultancy within the package, providing a knowledge base for consultants to draw from.
- **Custom Branding and Client Management**: Explains how the package allows consultancy firms to customize the Orthrus interface with their branding and effectively manage client projects.
- **Troubleshooting and Support**: Provides solutions to common issues that consultancy users may encounter and contact details for customer support.

Suitable Users:

The Consultancy Package is suitable for consultancy firms, AI compliance consultants, and professionals involved in guiding clients through AI compliance under the EU AI Act. It caters to both individual consultants and consultancy teams.

Why the Consultancy Package is Needed:

The Consultancy Package is needed to streamline and enhance the consultancy process for AI compliance under the EU AI Act. It provides the necessary tools and resources for consultants to offer comprehensive services to clients.

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How the Consultancy Package Can Be Used:

The Consultancy Package can be used to support consultants in identifying AI systems, performing risk classification, generating risk reports, collaborating with clients, accessing resources, and customizing the platform to meet clients' needs.

What the Consultancy Package Is:

The Consultancy Package is a comprehensive set of tools and resources within Orthrus, designed to empower consultancy firms and professionals in guiding clients through the complexities of AI compliance under the EU AI Act.

When the Consultancy Package is Needed:

The Consultancy Package is needed whenever consultancy firms or consultants engage with clients who require assistance with AI compliance under the EU AI Act. It ensures that consultants can offer effective services throughout the AI lifecycle.

Where the Consultancy Package Can Be Used:

The Consultancy Package can be used in any consultancy context, whether within consultancy firms, as part of independent consultancy practices, or for consultancy services in organizations operating within the European Union.

How the Consultancy Package Can Be Used:

Consultants can deploy the Consultancy Package to assist clients in identifying AI systems, performing risk assessments, generating risk reports, collaborating effectively, accessing knowledge resources, and customizing the platform to fit their branding and client management needs.

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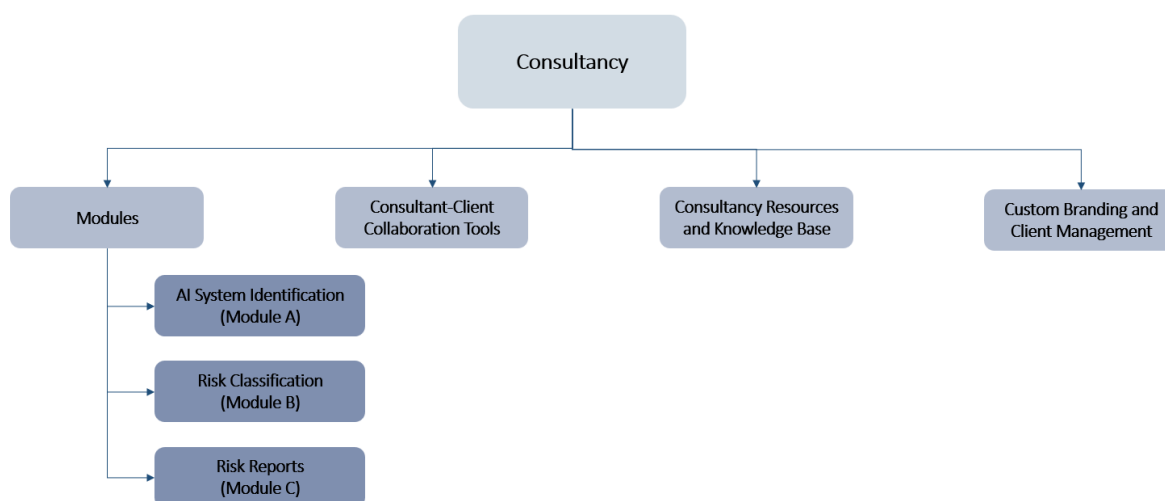
Getting Started

Installation and Setup

Before you can start using the Consultancy Package, you'll need to install and set it up within the Orthrus platform. Here's how to get started:

- **Step 1**: Log in to your Orthrus account.
- **Step 2**: Navigate to the Package Management section.
- **Step 3**: Select the "Consultancy Package" and follow the installation instructions.

User Access and Permissions

To ensure that consultancy professionals have the appropriate access and permissions within the Consultancy Package, it's essential to manage user roles and permissions effectively. Here's how:

- **Step 1**: Access the User Management section within Orthrus.
- **Step 2**: Configure user roles and permissions to grant access to consultancy professionals as needed.

AI System Identification (Module A)

Overview

The AI System Identification module in the Consultancy Package is a vital component that allows you to identify and document AI systems used within your organization. This module gathers comprehensive information about AI systems, including their purpose, data sources, and usage, which is crucial for legal compliance assessments.
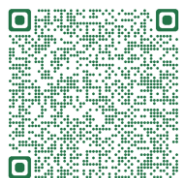
User Guide

Follow these steps to effectively identify AI systems using the AI System Identification module:

- **Step 1**: Access the "AI System Identification" module within the Consultancy Package.
- **Step 2**: Input the relevant details of each AI system, including its name, purpose, data sources, and usage.
- **Step 3**: Save the information, ensuring that it's correctly documented.

Risk Classification (Module B)

Overview

The Risk Classification Assistance module provides resources and tools to help consultants make informed risk assessments of AI systems. It offers guidance and assistance in classifying AI systems based on legal criteria and guidelines.

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User Guide

Follow these steps to effectively identify AI systems using the AI System Identification module:

- **Step 1**: Access the "AI System Identification" module within the Consultancy Package.
- **Step 2**: Input the relevant details of each AI system, including its name, purpose, data sources, and usage.
- **Step 3**: Save the information, ensuring that it's correctly documented.

Risk Reports (Module C)

Overview

The Risk Reports module allows you to generate comprehensive legal compliance reports for AI systems. These reports provide detailed information on the compliance status, potential legal issues, and recommended actions for each AI system.

User Guide

Follow these steps to generate legal risk reports based on risk classification:

- **Step 1**: Access the "Risk Reports" module within the Consultancy Package.
- **Step 2**: Select the AI system for which you want to generate a risk report.
- **Step 3**: Review the generated report, which includes compliance status, legal risk assessment, and recommended actions.
- **Step 4**: Save, print, or share the report as needed for legal documentation.

Consultant-Client Collaboration Tools

Overview

The Consultant-Client Collaboration Tools within the Consultancy Package enable seamless communication and collaboration between consultants and their clients. This feature ensures effective project management and client engagement.

User Guide

Here's how to leverage the collaboration tools for efficient consultant-client interaction:

- **Step 1**: Access the "Consultant-Client Collaboration Tools" section within the Consultancy Package.
- **Step 2**: Invite clients to collaborate on specific AI compliance projects or AI systems.
- **Step 3**: Utilize features for document sharing, real-time discussions, and progress tracking within the platform.

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Details

The Orthrus Consultancy Package includes robust collaboration features that facilitate close interaction between consultants and their clients. Here's a breakdown of these features:

- **Document Sharing**: Consultants can easily share documents, reports, compliance assessments, and other relevant files with their clients within the Orthrus platform. This capability ensures that all stakeholders have access to the necessary information, fostering transparency and efficient collaboration.
- **Discussions and Communication**: The package offers communication tools that enable consultants and clients to engage in discussions, exchange messages, and share insights. These discussions can cover various aspects of AI compliance, addressing questions, clarifications, and strategy development.
- **Progress Tracking**: Consultants and clients can track the progress of AI compliance projects and initiatives in real-time. This feature allows for the monitoring of project milestones, ensuring that tasks are on schedule and providing visibility into the status of compliance activities.

Consultancy Resources and Knowledge Base

Overview

The Consultancy Resources and Knowledge Base provide access to a wealth of resources, templates, and best practices for AI compliance consultancy. This knowledge base supports consultants in offering expert guidance to their clients.

User Guide

Here's how to access and use the consultancy knowledge base effectively:

- **Step 1**: Access the "Consultancy Resources and Knowledge Base" section within the Consultancy Package.
- **Step 2**: Explore the available resources, templates, and best practices for AI compliance consultancy.
- **Step 3**: Utilize these resources to enhance the quality of your consultancy services.

Details

The Orthrus Consultancy Package offers a comprehensive repository of resources, templates, and best practices to support AI compliance consultancy. Here's what this entails:

- **Resource Library**: Consultants have access to a vast library of documents, guidelines, regulatory updates, and industry-specific resources. These resources cover various aspects of AI compliance, including legal requirements, risk assessment methodologies, and industry standards.
- **Templates**: The package provides a range of templates for creating essential compliance documents, such as risk assessment reports, AI system documentation, and legal compliance

reports. These templates serve as valuable starting points, saving time and ensuring consistency in documentation.

- **Best Practices**: The package includes a curated collection of best practices for AI compliance consultancy. These best practices encompass methodologies, strategies, and approaches for effectively guiding clients through the compliance process. Consultants can draw from these best practices to offer high-quality services.

Custom Branding and Client Management

Overview

The Custom Branding and Client Management feature allows consultancy firms to customize the Orthrus interface and manage client projects efficiently. This feature enhances the consultancy's branding and streamlines project management.

User Guide

Here's how to utilize custom branding and client management:

- **Step 1**: Access the "Custom Branding and Client Management" section within the Consultancy Package.
- **Step 2**: Customize the Orthrus interface with your consultancy's branding, including logos and color schemes.
- **Step 3**: Manage client projects, assign tasks, and track progress within the platform.

Details

The Orthrus Consultancy Package enables consultancy firms to customize the platform to align with their branding and effectively manage client projects. Here's how this customization and management work:

- **Branding Customization**: Consultants can customize the Orthrus platform by incorporating their firm's branding elements, such as logos, color schemes, and company information. This ensures that the platform aligns with the consultancy firm's identity and presents a professional and consistent image to clients.
- **Client Project Management**: The package offers project management features that allow consultancy firms to efficiently manage client projects. Consultants can create and organize projects, assign tasks, set project milestones, and track progress. This ensures that client engagements are well-organized, and project timelines are met.
- **Client Data Management**: Consultants can securely manage client data and access permissions. This feature helps maintain confidentiality and data security throughout the consultancy process, ensuring compliance with data protection regulations.

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Troubleshooting and Support

Common Issues
In the event of any issues or challenges while using the Consultancy Package, here are some common problems and their solutions:

Issue 1: Unable to install the Law Package.
- **Solution**: Ensure that you have the necessary permissions and follow the installation instructions carefully.

Issue 2: Difficulty accessing legal documents.
- **Solution**: Check your permissions and verify the document location within the Legal Document Management section.

Support and Contact Information
If you encounter any issues that cannot be resolved through the troubleshooting guide, or if you have specific inquiries or need further assistance, please contact our customer support team. You can reach us at contact@ai-and-partners.com or by calling our support hotline at +44(0)7535 994 132.

Implementation and Pricing

Orthrus offers a comprehensive Law Package tailored to meet the specific needs of legal professionals and organizations seeking compliance with the EU AI Act. Here are the implementation and pricing details for the Law Package:

Implementation Process:
Implementing the Consultancy Package is a structured and user-friendly process to ensure a smooth transition to using Orthrus for EU AI Act compliance consultancy.

1. Initial Consultation:
Upon expressing interest in the Consultancy Package, our team will schedule an initial consultation to understand your consultancy firm's specific needs and objectives. This consultation allows us to tailor the implementation to your unique requirements.

2. User Onboarding:
After the initial consultation, we will work with your consultancy firm to determine the number of consultants who will be using the Consultancy Package. User accounts will be created for each consultant, and login credentials will be provided.

3. Platform Configuration:
Our dedicated implementation team will configure the Orthrus platform to align with your consultancy's branding and unique service offerings. This includes customizing the platform settings and access controls.

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4. Data Import (Optional):
If your consultancy firm has existing client data or ongoing AI compliance projects, we offer data import services to ensure a seamless transition. This involves transferring relevant information to the Orthrus platform.

5. Training:
Orthrus provides comprehensive training sessions for consultants to ensure that they are proficient in using the Consultancy Package. Additionally, training is offered to clients to facilitate their collaboration within the platform.

6. Ongoing Support:
Orthrus is committed to providing continuous support to address any technical issues, questions, or concerns that may arise during the implementation and daily usage of the Consultancy Package.

Pricing Structure:
The pricing of the Consultancy Package is designed to be adaptable to consultancy firms of varying sizes and structures. It is based on several factors to ensure flexibility and cost-effectiveness.

1. Consultant-Based Pricing:
The pricing is primarily determined by the number of consultants within your firm who will be using the Consultancy Package. This allows for scalability and ensures that you pay only for the consultants who require access.

2. Project Scale:
The pricing may also vary based on the scale of consultancy projects and the number of clients that your firm manages within the platform. This ensures that you are billed according to the scope of your consultancy services.

3. Customization:
Orthrus offers customization options, allowing you to brand the platform to align with your consultancy's image and service offerings. Additional features or modules can be added based on your specific needs.

4. Additional Services:
Orthrus offers supplementary services, including data import, on-site training, and consultancy services, which can be incorporated into the package based on your requirements.

For detailed pricing quotes and to discuss the specific implementation and pricing requirements of your consultancy firm, please contact our Orthrus sales representatives. We are dedicated to helping your consultancy firm efficiently guide clients through EU AI Act compliance while ensuring that pricing is aligned with your business model and objectives.