



Project Management

MM & K share plans consulting and administration team (through The Share Option Centre) offers advice and administration solutions to a range of clients from FTSE 100 to privately owned companies. We have the necessary project management skills to help you with any complex task, where different outcomes are possible and which require planning, organising activities and resources to deliver a result.

3 ways MM & K can help you with project management

Our projects come in all shapes and sizes, from the small and straight-forward to extremely large and highly complex. Our project management assistance helps companies with an effective and pragmatic solution in the following aspects:

- **Selection of Trustee company or administration provider;** we know the market well and are able to work with you to specify your key selection criteria, draft a request for tender document and fee schedule, provide a scoring matrix template and assist you in user testing of systems and web portals.
- **Management and implementation of a global all employee or executive share plan;** we are able to work you on the tax and feasibility study, manage and draft employee communications, manage cross border teams and assist you with all regulatory filings and compliance issues. Manage discussions with your advisors on accounting treatment, tax treatment, global mobility and data protection issues.
- **Assistance with interim work or projects;** we can help with the reconciliation of share plan data for year end reporting, completion of tax returns, implementation of administration processes and procedures, drafting of administration manuals, management of LTIP vestings and release of shares.

If you are interested in any of the services outlined above please contact Rashree Chhatrisha at rashree.chhatrisha@mm-k.com or 020 7283 7200.