

# SERVICE TIMELINE

## GO-TO-MARKET ADMINISTRATION

A FRAMEWORK THAT **KEEPS SALES, MARKETING & OPS ALIGNED**

 Task	 Process	 Timeline
<b>GTM Admin Support</b>	Initial call to align expectations, introduce VA, and gather client needs	 1 DAYS
<b>Training Materials</b>	Client provides SOPs, process recordings, or schedules live training calls	 1-2 DAYS
<b>Virtual Assistant (VA) Onboarding</b>	Client provides SOPs, process recordings, or schedules live training calls	 1-5 DAYS
<b>Process Documentation (if needed)</b>	If SOPs do not exist, VA documents workflows while executing tasks	 3-10 DAYS
<b>Shadowing &amp; Trial Tasks</b>	VA performs initial trial tasks with supervision/feedback from the client	 5-10 DAYS
<b>Task Execution</b>	VA begins regular execution of assigned tasks independently	 11 Days onward
<b>Check-ins</b>	Daily or weekly syncs for updates, clarification, and feedback	 Ongoing (Weekly/Daily)
<b>Quality Review</b>	All outputs reviewed before submission; corrections made if needed	 Ongoing
<b>Performance Review</b>	Initial performance evaluation post-onboarding	 11 Days (End of onboarding)
<b>Ongoing Support</b>	Continued task management, reporting, and improvement suggestions	Post-Onboarding  (15+ Day)