Payment Mechanism – Product Sheet

Assessment

- Assess current state payment mechanisms
- Work with key client stakeholders to determine acceptable payment mechanisms that meet SMM program requirements of data consolidation

Program Development

- Work with current payment supplier to develop program that meets client's program requirements
- Coordinate between payment supplier and preferred meeting supplier to facilitate reconciliation process

Implementation

- Work with preferred card supplier and preferred meetings management supplier to implement the payment mechanism
- Develop training materials for internal and external planners
- Develop change management program
- Develop change management documents