

BUSINESS ANALYSIS

Current State Assessment

WHAT TO EXPECT DURING YOUR ASSESSMENT

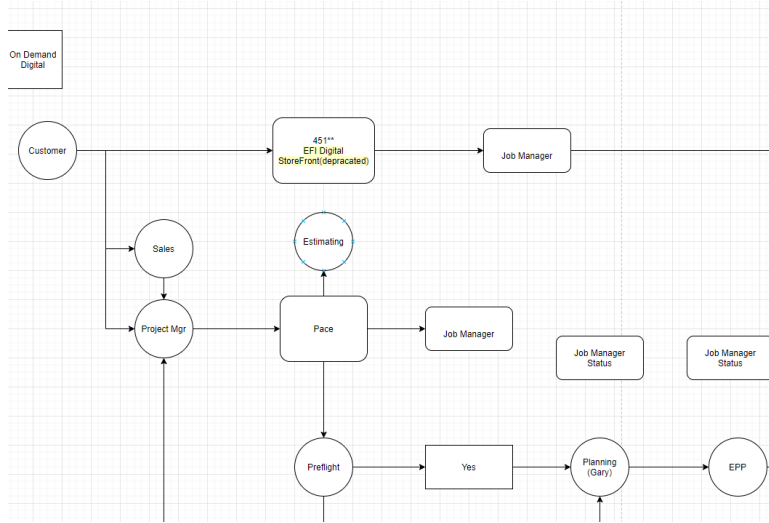
During your assessment, we will explore your current state business workflow from customer requests to jobs shipped.

This will involve looking at...

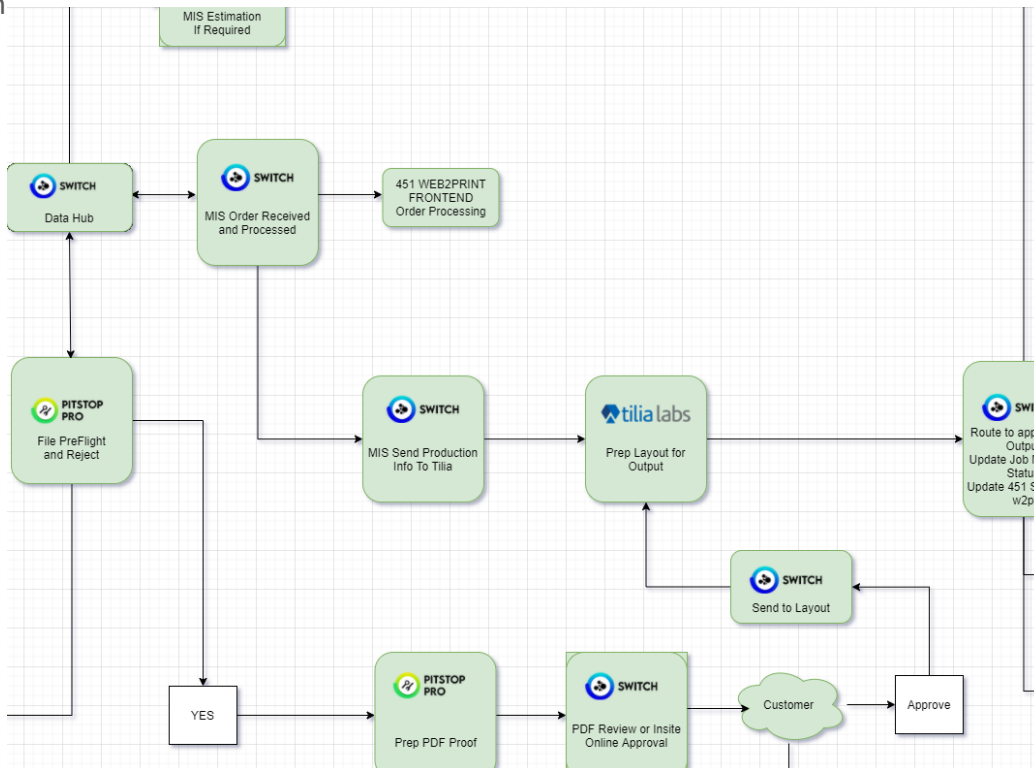
- The customer service setup
- The current process for receiving files/orders
 - Is there any customer interaction in the process?
 - who/how do you receive orders?
 - who/how do you receive digital files?
- What does the estimation process and quote process involve?
- Who/how and where you enter job data (MIS, ERP, etc.)
- Who/how/when digital files are processed (preflight, 1up prep)
- How do you proof files to the customer and what proof looks like, what information is conveyed?
- Upon approval, how are jobs processes?
- What processes are used in your facility to produce the end product and what do production files required to have for production i.e. marks, layouts, barcode, nomenclature?
- How are products finished (i.e. digital cutting, machine die-cutters, bindery)?
- Who/how are jobs shipped and billed?
- What is the process for creating custom products?

MAPPING YOUR PROCESS

We will map your process using all the data provided into a Current State Map, this process will help to inform a possible future state.



Using the current state map, we will create a Future State Map highlighting the proposed areas for automation



THINGS YOU CAN DO TO PREPARE

- ✓ any pre-existing process flow diagrams for each product type and manufacturing process
- ✓ A list of current software in use i.e., MIS/ERP, schedulers, estimation-specific software, prepress prep, existing Workflow software, and licenses
- ✓ Be prepared to show your MIS/ERP data entry screens for data point reference
- ✓ XML, JSON, and JDF exports for Business systems if available/Applicable
- ✓ Print files, customer supplies, proofs sheets including nomenclature, output layout files including required marks.
- ✓ questions, concerns, and good ideas. Bring them all!

BUSINESS LEVEL OBJECTIVES

What is the business problem you are seeking to fix? (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Preflighting | <input type="checkbox"/> Project approval/management |
| <input type="checkbox"/> Automated layouts/ Smart ganging | <input type="checkbox"/> Receiving folders/files |
| <input type="checkbox"/> Proofing and output | <input type="checkbox"/> Other: (please describe)_____ |

What are you hoping to accomplish with the prospects of our engagement? (check all that apply)

- Speed to market – to offer agility and greater throughput
- Compliance – to affect legal, corporate and industry
- Collaboration – to bring greater communication and engagement
- Customer experience – to foster more creativity and responsiveness

When do you need the solution(s) in place by?

- | | |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> 1-3 months | <input type="checkbox"/> 6-12 months |
| <input type="checkbox"/> 4-6 months | <input type="checkbox"/> 12-18 months |

What is your measurement for success in this endeavor? (check all that apply)

- Time Savings – to offer increased production capacity
- Error Reduction – to foster process control and standardization
- Effective Management – to gain greater reporting and analytics
- Reduced Touchpoints – to streamline and modernize your operations

Do you have any outside factors influencing your timeline?

- Yes
- No

LIST OF ASSETS

Please list your production software, equipment ops, etc.:

Software Tool Family <small>i.e. EFI, Esko, Enfocus, Tilia Labs, Onyx</small>	Software name i.e. Automation Engine, Web Center, ArtiosCAD, Switch, Phoenix, Griffin	What Department are you using it in? <small>i.e. prepress, finance, sales, digital, graphics, CSR, packout, install</small>	What are you using it for? <small>i.e. full ERP, client storefront, production scheduling, layout/nesting/ganging automation, file generation, proof/production setup, estimating, forecasting, project management, install management, job tracking/ workflow automation, artwork automation, file sharing, rip, tracking</small>



I am pleased to help you create a vision of your best path forward!

Sincerely,

James Robinson



James Robinson
Business Analyst

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