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## **BAR CODE/RADIO FREQUENCY DATA COLLECTION SYSTEM ANALYSIS PROJECT**

An essential first step in the implementation of a successful Bar Code/Radio Frequency Data Collection System is a thorough, professional analysis of both the technical and business issues involved.

This document sets forth the services provided by ASAP, Inc. in conducting a Bar Code/Radio Frequency System Analysis Project. Each project will be tailored to the requirements of the client's business and operational requirements. Not all the technologies and functions mentioned herein will be applicable for every client.

Topics covered in this document include:

- Work Plan
- Deliverable
- Benefits
- Proposed Schedule
- Personnel
- Cost
- ASAP's System Analysis Practice and Policy

### **Work Plan**

**Work Flow Analysis.** The purpose of this analysis is to determine precisely which tasks would benefit from RF/Bar Code data collection, and how this automation would integrate into your current management software and your normal work procedures.

We will:

1. Conduct meetings with a team of key personnel, review documentation and visit worksites to gain an understanding of the basic operational procedures and requirements.
2. Ascertain management's expectations for an automated system.
3. Make suggestions, present alternative methods for meeting expectations and guide the team to a consensus decision on a solution concept.
4. Prepare a written System Specification. (see **DELIVERABLE**).

In our experience we have learned that to be accepted by the users, a new level of automation should be designed to integrate smoothly at the work site. Input from experienced operations personnel during the planning stage is very helpful in this regard. This not only offers a "real world" perspective, but makes the people who will use the system an important part of its planning. They feel pride in "their system", rather than resistance to something imposed from the top. This attitude is a major advantage in the implementation process.

### **Technical Overview**

We will:

1. Review the architecture of your network.
2. Review the functionality and database structure of your management software.
3. Provide a high-level explanation of batch and RF data collection, printing and devices.

**Deliverable.** Within one week of the on-site visit(s) we will deliver a **System Specification.**

This is a comprehensive "blueprint" and cost breakdown for an RF/Bar Code Data Collection system interfaced to your current management program, including:

1. A description and analysis of current procedures and recommend changes to increase productivity.
2. A functional description of the proposed automated system including:
  - Data and transaction files.
  - What transactions will be captured.
  - Recommended collection devices, networking hardware and printers.
  - What validation and business rules will operate to enforce data integrity.
  - How the system will interface with your current management software.
  - A description of reports the system will generate.
3. Proposed system support, including:
  - Installation
  - Training
  - Documentation
  - Hot-line and remote control telephone support
  - On-site support
4. A prioritized implementation plan.
5. A detailed, line-item price quote to provide all proposed components in a turnkey system.

**Benefits** Based on our discussion of your operation, as well as our extensive experience with RF, Bar Code Data Collection and Inventory Management Systems, it is clear that there are important benefits to be derived from this technology:

- Approximately 80 percent of the cost of data processing is manual data entry. Wherever bar code can replace handwritten records and keyboard entry, productivity improves.
- Tedious, time-consuming hand written documents and repetitious keyboard data entry are eliminated.
- Common errors such as transposed numbers and typos are eliminated: bar code scanning results in one error every 3 million scans vs. one error for every 300 typed keystrokes.
- Labor costs are significantly reduced.
- Bar code systems generally pay for themselves in six to 18 months.

**Proposed Schedule:** On Site:      Deliver Specification:

**Personnel:** (Individuals who will conduct the analysis)

**Cost:** See attached quote.

### **ASAP's System Analysis Practice and Policy**

The System Specifications we develop as part of a System Analysis Project are based on the software development tools, database organizational concepts and bar code equipment used by our company and by our business partners. However, the specification will be generic enough for any professional integrator(s)/programmer(s) to work from. If your organization decides to implement the proposed system, we hope, of course, that you will select ASAP to develop it. However, there is no obligation in this regard. The product of our System Analysis work is your property to carry forward (or not) as you choose.