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Overview

This document lays out the pilot project implementation of the “Tracesoft” product at AB Foods. The pilot is understood to last for one month from the Week Commencing November 3rd 2008. The Tracesoft product will allow the wireless data capture for some agreed procedures and for the resultant data to be made available to the application centre for reporting and on-screen viewing.

The implementation will be carried out by Andrew Houghton (Project Manager for Systems Integration), and Denis Dineen (VP Sales for Systems Integration in North America).

Audience

This document is directed towards all those who have an interest in the Tracesoft pilot project at the Ontario plant. Plant Managers, Project Managers and Technical Management. It is a working document and should be read by all those involved as there are action points for some. If you feel that this document needs to be viewed by others not in the distribution list, please inform the Project Manager who will send them a copy with the covering email and add them to the distribution list for any future documents.

Distribution List

Person & Abbreviation used in document	Interest
	Group Technical Director.
	Site Manager.
	Systems Integration.
	Project Manager, S.I. UK.
	Business Development Manager, S.I. UK.
	Managing Director, S.I. UK.
	Support Director, S.I. UK.

Management Summary

Task	Start	Duration
Welcome and Scope Meeting	Monday November 3 rd	2 Hours
Hardware Setup on Site	Monday November 3 rd	1.5 Days
Software Setup on Site	Monday November 3 rd	1.5 Days
Initial User Training	Tuesday November 4 th (PM)	1 Day
Review	Wednesday November 5 th (PM)	.5 Days
Begin Pilot	Thursday November 6 th	1 Day
End Pilot	Thursday 4 th December	N/A
End of Pilot Review (TBC)	Monday 8 th December	1 Day

Scope

The project will run for one month and during this time will be supported by Systems Integration. It will be limited to the procedures agreed so as to focus the pilot in the subjects agreed. It is understood that the plant will undertake to ensure that the data is captured for all production elements they see fit during the course of the pilot.

Hardware to be used during pilot:

- Psion Walkabout Pro Handheld Units x 2
- 1 x Laptop provided for use with pilot by Systems Integration.
- 1 x Wireless Router.
- 1 x Colour Inkjet Printer.
- 2 x Docking Station with USB lead.
- 1 x Computer Lock.
- Existing Network Wireless access points and network infrastructure if possible.

Software to be used during pilot:

- Tracesoft Desktop Application Suite.
- Tracesoft Handheld Unit Data Capture software.

Out of Scope

These items ensure that the project is focused on being just a pilot for the items agreed.

- Additional procedures and reports other than those provided and agreed prior to the beginning of the pilot.
- Data analysis on data captured other than any which has been agreed prior to the beginning of the pilot.
- Data transfer/interfacing to other proprietary systems.
- Provision of any computer related support services for systems outside the Tracesoft framework.

Implementation Requirements

The following is a list of the requirements for the Systems Integration staff so that they can implement the project on site. These items should be provided by the hosting plant. If there are any issues with any of these items, the project manager should be contacted immediately.

- Office in which to work.
- Desk at which 2 people can work at.
- Separate desk/table for Tracesoft equipment setup.
- 2 x Office chairs
- At least 2 x power sockets
- Internet Access/Network Points x 2
- Telephone with access to UK. – The following numbers may be called: **+44 1543 444555, +44 1472 500345, +44 7843 556778, +44 7812 080307**
- Flipchart with pens
- Projector
- Access to a training room (This may not be needed if the office provided is big enough to accommodate the number of people who will be attending the training. Delegates training sessions will be split into 2 groups – Operator Training and Desktop Application Users Training. Operators training will take roughly 1 – 2 hours and can be carried out with delegates standing. Desktop Application training will take roughly 4 – 5 hours and delegates would need to be seated in front of the Tracesoft PC.)
- Access to Tea/Coffee/Water

Pre Implementation Tasks

These tasks should be performed prior to the arrival on site of the Project Manager

Task	Who	When By	Done
Confirm usernames – Logins and passwords for any users to use the system	Plant Manager	Monday 3 rd November in Email to andrew.houghton@silttd.co.uk	
Specify 3 rd Procedure and associated report required	Plant Manager	Tuesday 28 th October to andrew.houghton@silttd.co.uk	
Provide list of trainees names and responsibilities. 2 Groups – Handheld Data Capture Operators and Desktop Application Users	Plant Manager	Wednesday 29 th October in Email to andrew.houghton@silttd.co.uk	

Implementation Tasks

These tasks will be those which are performed for the implementation.

Task	Who	When
Arrival of S.I. Project Manager on Site	Andy Houghton (AH)	Monday 3 rd November 9am
Pre Implementation Meeting	All involved including trainees or person responsible for all trainees.	Monday 3 rd November – 10:00am
Set up Pilot Kit in designated work room	AH	Mon – 12pm – Mon 4pm
Set up remote access workstation for off site support	AH	Mon – 4pm – Mon 5pm
Test Tracesoft System prior to training	AH	Tue – 9am – 12pm
Training for Handheld Operators	AH	Tue – 1pm – 2pm
Training for Desktop Application Users (First Session)	AH	Tue - 3pm – 5pm
Training for Desktop Application Users (Second Session)	AH	Wed - 10am – 12pm
Post Training and Pre Implementation Review	AH/DD	Wed - 1pm – 2pm
Define Daily Reporting for Pilot	AH/DD	Wed – 2pm – 5pm
Begin Pilot	All	Thu – 9am
Invoice raised for pilot and payment due.	DM	Thu – 12pm.

Training

Handheld Operators

Subject
Operating the handheld unit. Switching On/Off/Using keypad and keyboard.
Handheld unit storage/charging and battery changing.
Logging In
Selecting a procedure
Adding responses to a procedure
Exiting a procedure on time and prematurely.
Viewing and dealing with alerts
Contacting Support

Desktop Application Users

Subject
Viewing collected data
Filtering data
Running reports
Viewing specific procedure data
Viewing non-conformance data
Exporting data to Excel
Filtering reports
Using date ranges in reports and data views
Setting up a view
Amending product specifications

Post Pilot Review

I propose that a post pilot review meeting is arranged for the week commencing December 8th. The meeting would allow all those who participated to share their experiences with it, what worked, what didn't, where it can be used in the plant and how we move forward from this point.

I will draft an agenda and send out a meeting request.

Support

Support Numbers

Name	Role	Tel	Email
Andrew Houghton	Project Manager (SI)	204 952 7331	andrew.houghton@siltd.co.uk
Denis Dineen	VP Sales (SI)	905 467 3591	denis.dineen@siltd.co.uk

Support Procedure

If you need to ring for support, please ensure that you have as much detail as possible to hand when calling. The handheld unit may need to be cradled in the support workstation which will have been set up and you may need to be present at the unit.

Backout Plan/Decommissioning

As this is not an enhancement or addition to existing systems in place, there is no backout plan as such, as no other areas of the business are affected.

At the end of the pilot the Tracesoft hardware and software will be collected by the Project Manager at the Post Pilot Review Meeting. It is expected that all items listed above are returned in an operable state.

If the pilot system is required to be left in place and continued to be used, the project manager should be informed at the earliest opportunity so that the necessary arrangements and contracts can be made.

All procedures will be kept in a backup of the database along with all data collected and a copy deposited on suitable media for the plant to keep.

Invoicing

An invoice will be raised and issued on the first day of the Pilot “Go Live” (currently Thursday November 6th 2008) and will be due for full and immediate payment.

Project Team Contact Details

All correspondence for the pilot project should, in the first instance go to the project manager Andrew Houghton. If the project manager is unavailable then please contact Denis Dineen. For support see the [support](#) section.

Name	Role	Company	Phone/Email
	Group Technical Director	AB Foods	
	Site Manager	AB Foods	
Denis Dineen	VP Sales	Systems Integration	
Andrew Houghton	Project Manager	Systems Integration	204 952 7331 andrew.houghton@silttd.co.uk
* John Graham	Business Development Manager	Systems Integration	
* Rob Stephens	Managing Director	Systems Integration	
* Mike Derrick	Support Director	Systems Integration	
* For information only, not for support contact.			