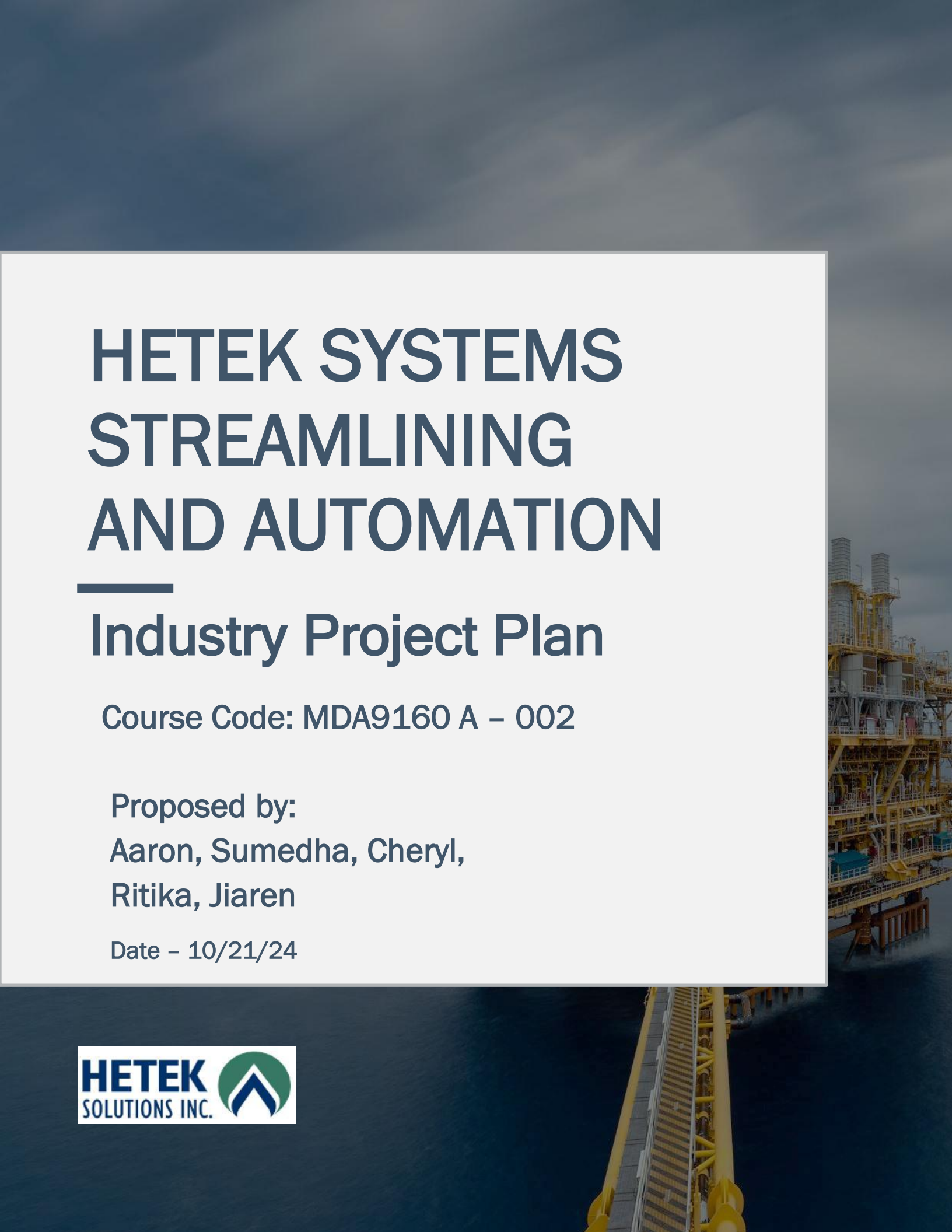

HETEK SYSTEMS STREAMLINING AND AUTOMATION

Industry Project Plan

Course Code: MDA9160 A – 002

Proposed by:
Aaron, Sumedha, Cheryl,
Ritika, Jiaren

Date – 10/21/24

HETEK SOLUTIONS INC.

Project Overview

As a trusted partner, we understand Hetek's commitment to delivering top-quality water and leak detection services. However, the challenges associated with multiple legacy systems are impacting efficiency and data management. To support Hetek in maintaining its high standards, we propose a project to modernize and streamline your existing systems, replacing outdated applications with more dynamic and functional solutions.

Our approach focuses on achieving the following objectives:

- Consolidating the existing systems into fewer, more versatile applications to reduce complexity and enhance functionality, making daily operations smoother.
- Automating routine tasks, especially those related to data analysis and workflow management, to minimize manual errors and boost overall efficiency.
- Implementing standardized processes to eliminate mistakes and improve data governance, leading to better control across operations.
- Automating reporting capabilities to provide valuable insights into day-to-day operations and management performance, facilitating more informed decision-making.

The purpose of this initiative is to not only update the technology but also to empower Hetek with streamlined processes, superior data quality, and enhanced operational efficiency, setting the stage for continued growth and success.

Project Deliverables

1. **System Replacement Suggestions:**
   We will assess Hetek’s current systems and recommend suitable replacements for outdated applications. Our suggestions will focus on solutions that integrate seamlessly with existing platforms (ACCTivate, QuickBooks, Microsoft, GasOps), emphasizing compatibility, ease of use, and scalability.
2. **Process Automation Insights:**
   We will provide recommendations for automating key workflows, including dispatching, service orders, invoicing, and reporting. This will help reduce errors, increase efficiency, and streamline day-to-day operations.
3. **Relational Database Proposal:**
   We will offer a conceptual design for a flexible and scalable database that centralizes your data inputs and outputs. This will serve as a guide for future implementation.
4. **Excel Working Model:**
   We will create a basic Excel model to simulate potential improvements, featuring mockup dashboards, simplified workflows, and automated reporting tools. This will offer stakeholders a preview of the proposed system.
5. **Industry Research**
   We will conduct comprehensive industry research to ensure that our recommendations align with best practices and the latest trends, ensuring Hetek stays competitive and up-to-date.

Stakeholders

Key Stakeholders:

Hetek Management Team:

Name	Job Role	Responsibilities
Brice Brown	Director, BD and Customer Service	Reviews and approves project deliverables to ensure they align with the company's goals.

Project Team Members:

Name	Job Role	Responsibilities
Aaron	System Integration Lead	Leads the identification and implementation of new systems, ensuring integration with existing platforms and overseeing compatibility testing.
Jiaren	Process Automation Specialist	Focuses on automating workflows to improve efficiency and reduce manual tasks, covering areas like dispatching, invoicing, and reporting.
Ritika	Database Architect	Designs and builds a centralized relational database that supports automation and reporting, ensuring scalability and adaptability to Hetek's needs.
Sumedha	System Testing and QA Lead	Manages the quality assurance process by coordinating system testing and ensuring all deliverables meet the required standards.
Cheryl	Excel Model Developer and Data Analyst	Develops a working Excel prototype to simulate the new system and analyzes data to support decision-making and fine-tune the solution.

Hetek Technicians:

Name	Job Role	Responsibilities
All Technicians	End- Users	End-users of the new system, offering valuable insights into their needs and workflows to enhance system design and functionality.

Communication Plan:

- Weekly meetings will be held to discuss project progress and gather feedback from stakeholders.
- Regular updates will be shared via email to ensure transparency and keep all parties informed.
- Collaboration tools will be utilized for document sharing and real-time communication.

Timeline (Gantt Chart)

GANTT CHART

PROJECT TITLE	Hetek Systems Streamling And Automation	**COMPANY NAME**	Hetek Solutions Inc.
PROJECT TEAM	Team Number - 3	**START DATE**	10/21/24

Task #	TASK TITLE	START DATE	DUE DATE
1.1	Assessment of Current Platforms	10/21/24	10/22/24
1.2	Stakeholder Consultations	10/22/24	10/23/24
1.3	Initial Industry Research	10/24/24	10/25/24
1.4	Proposing System Replacement Options	10/28/24	10/29/24
1.5	Feedback and Refinement	10/30/24	10/31/24
1.6	Ongoing Industry Research	10/31/24	11/1/24
2.1	Process Automation Review	11/4/24	11/6/24
2.2	Initial Database Conceptualization	11/7/24	11/13/24
2.3	Automation Strategy Presentation	11/14/24	11/14/24
2.4	Database Design Feedback	11/15/24	11/15/24
3.1	Development of Excel Simulation Model	11/18/24	11/20/24
3.2	Testing & Validation	11/21/24	11/22/24
3.3	Final System Replacement Recommendations	11/25/24	11/25/24
3.4	Complete Database Proposal	11/26/24	11/26/24
3.5	Presentation of Final Model	11/27/24	11/28/24