# PROBLEM STATEMENT MATRIX

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| **PROJECT: Equipment Check-Out System (ECS)** | **PROJECT MANAGER: Professor Thomas** |
| **CREATED BY: Anthony Meunier** | **LAST UPDATED BY: Anthony Meunier** |
| **DATE CREATED: January 16, 2015** | **DATE LAST UPDATED: January 16, 2015** |

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| **Brief Statements of Problem, Opportunity, or Directive** | **Urgency** | **Visibility** | **Annual Benefits** | **Priority or Rank** | **Proposed Solution** |
| 1. The cost of lost, stolen, or damaged tools has exceeded $50,000 per year. | 6 months | High  (Physical Plant Management) | In the thousands. | 1 | New Development |
| 1. Over 200 maintenance employees but only 3 assigned to equipment depot; manage $1 million in equipment. | ASAP | Med | In the thousands, more efficient use of resources. | 2 | Existing enhancement |
| 1. Multiple warehouses lead to excessive inventory and increased inventory carrying costs. | 6 months | High | Thousands per year on building maintenance and reduced overhead. | 4 | Existing maintenance; consolidation of physical warehouses |
| 1. Company growth outpacing outdated, manual process for equipment check-in and check-out. | <6 months | High | In the thousands. | 1 | New Development, implement automated system |
| 1. Equipment management is lacking, no way to track where or when equipment will be ready for use. Increases cost because employees buy items they can’t locate. | <6 months | Med | In the thousands. | 1 | New Development; new system will track where items are stored |
| 1. Safety concerns - maintain great pride/emphasis on employee safety training. | ASAP | Low | Unknown. | 3 | Impose check-out restrictions; only employees who possess skills to use can check-out |
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|  | **GB Manufacturing**  ***Information Systems Services***  Phone: 474-0001 Fax: 474-0002 | |  |
| **DATE OF REQUEST** | | **SERVICE REQUESTED FOR DEPARTMENT(S)** | |
| January 16, 2015 | | Maintenance, Materials Warehouse | |

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| **SUBMITTED BY (key user contact)** | **EXECUTIVE SPONSOR (funding authority)** |
| **Name** Dan Stantz | **Name** Bill Venkman |
| **Title** Equipment Manager | **Title** Director |
| **Office** B872 | **Office** F2412 |
| **Phone** 474-7641 | **Phone** 474-0883 |

**TYPE OF SERVICE REQUESTED:**

▢ Information Strategy Planning X Existing Application Enhancement

▢ Business Process Analysis and Redesign X Existing Application Maintenance (problem fix)

X New Application Development ▢ Not Sure

▢ Other (please specify) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **BRIEF STATEMENT OF PROBLEM, OPPORTUNITY, OR DIRECTIVE (attach additional documentation as necessary)**  Equipment depot is not sufficient; too many items are lost or stolen which results in $50,000 per year estimated loss. In addition, items are often not available when they are needed for maintenance. In conjunction, warehousing system needs updating due to having two physical locations which leads to excessive inventory and inventory carrying costs. Jobs are often passed over because of employees’ difficulties in securing needing items from the corresponding warehouse. Please see attached Problem Statement Matrix for further details. |

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| **BRIEF STATEMENT OF EXPECTED SOLUTION**  A new Equipment Check-Out System will be developed and implemented in order to better keep track of equipment and tools from the equipment depot. This system will be automated and will keep track of check-in and check-out of all equipment in order to minimize loss.  A more streamlined and practical warehousing system will also be developed that aims to fix the employee concerns and practices attributed to having two physical warehouse locations, each with different sets/types of tools. Consolidating warehousing equipment into a single building will provide one, unified location in which all employees can access all tools; this will also reduce excessive inventory and associated carrying costs. |

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| **ACTION (ISS Office Use Only) X Feasibility assessment approved Assigned to Anthony Meunier\_\_\_\_\_\_\_\_\_\_\_\_**  **▢ Feasibility assessment waived Approved Budget $ TBD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Start Date \_ ASAP\_\_ Deadline \_ 6 months\_\_**  **▢ Request delayed Backlogged until date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **▢ Request rejected Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Authorized Signatures:**  Fred Murray\_\_\_\_\_\_\_\_\_\_\_Bill Venkman\_\_\_\_\_\_\_\_\_\_\_ **Vice President of Physical Facilities Project Executive Sponsor** |