Hardcat
Asset and Evidence Management

Hardcat cloud asset management software implementation at Reliable Delivery

- Nikita Dongare

IT Project Manager

Reliable Delivery

Overview:

➢ PROPOSAL:

Integrate Hardcat cloud asset management software with Reliable Delivery's existing shipping system to ensure secure delivery and real-time tracking of valuable packages.

➢ BACKGROUND:

- Hardcat is an Australian company that provides assets, tools and equipment, property, and evidence tracking solutions.
- Implementation of Hardcat asset management software would help Reliable in tracking assets in the cloud electronically while ensuring secure delivery.
- RFID labels would be attached to the packages and RFID scanners would be mounted on fleet vehicles to enable real time tracking.
- Valuable documents would be tracked from the point of pickup to delivery without any input by the courier.

Overview:

➢ PROCESS DELIVERABLES:

- Project charter/ scope document.
- Executive project overview deck.
- Project plan and schedule.
- Work-breakdown structure.
- Budget proposal.
- Negotiation reports.
- Minutes of meetings.
- Weekly status reports.
- Testing plan and report.
- Implementation plan.
- Final presentation and closure report.

➢ PROJECT DELIVERABLES:

- Integration of Hardcat cloud asset management software with Reliable Delivery's existing shipping system.
- Provision of technical training to the team and vehicle drivers.
- Setting up an initial account for cloud-based Hardcat asset tracking services.
- Procurement and deployment of RFID scanners in vehicles to obtain real-time tracking.
- Deployment of pre-configured RFID labels on packages.

Vision of the project:

➢ MISSION:

Staying true to the core values of “customer first” and “innovation” by servicing the demands of the customers with the use of new cloud-based asset management software for secure delivery.

➢ VISION:

- Integration of Hardcat cloud asset management software with Reliable’s existing shipping system will help in replacing the manual verification of location with a real time-tracking system.
- This project will help in ensuring secure and reliable delivery of valuable assets like legal documents.
- Expansion of the customer base with new collaborative opportunities for Reliable Delivery in delivering valuable documents.
- Huge impact on improving Reliable’s business operations efficiency as well as its reputation.
- Reliable would gain a significant competitive advantage in Michigan and Ohio market areas.

Technology Outcomes:

- Pre-configured RFID labels, which match the labels that Reliable currently uses, would be attached on the valuable document envelopes to enhance the tracking process.
- RFID scanners would be mounted in each of the fleet vehicles to allow scanning of RFID labels and provide real-time tracking of important documents.
- Portable cellular units would be available for final verification of the delivery.
- The cloud-based system would allow for real time tracking of valuable assets from point of pickup to delivery without any input by the courier.
- Integration of the Hardcat asset management system with the existing Reliable Delivery Management System would enable high-value asset tracking of all the critical deliveries.

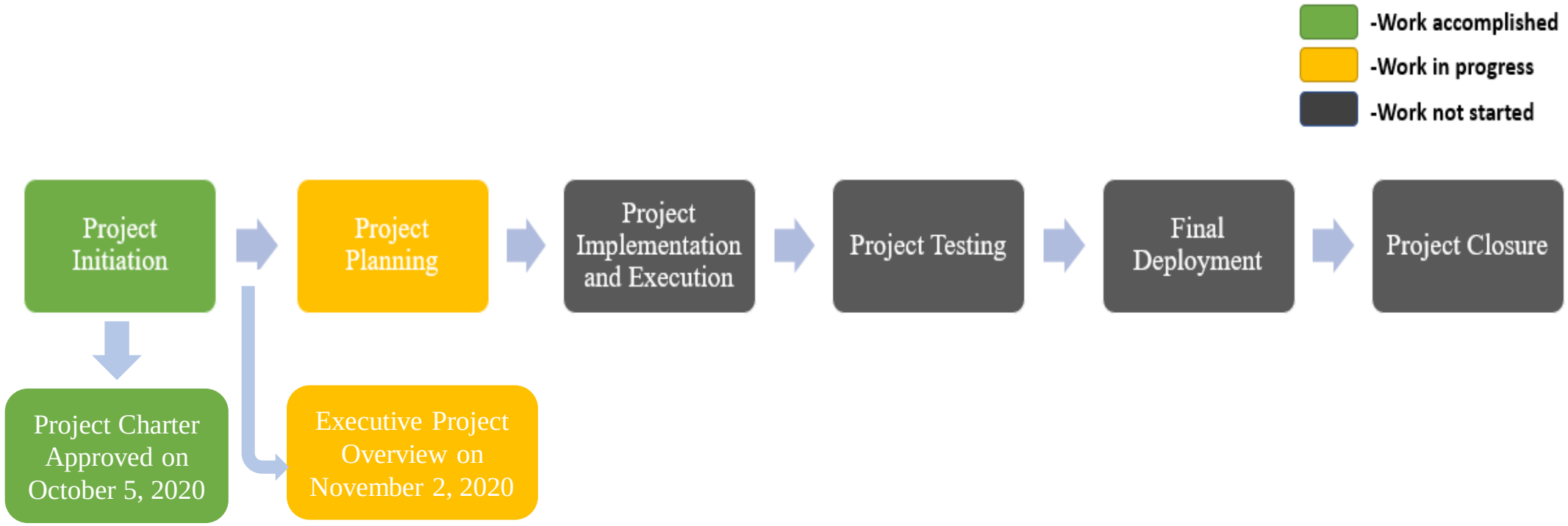
Assumptions:

- Hardcat’s asset management software will be compatible with the existing Reliable Delivery Management system.
- RFID labels and scanners would be tested before mounting them on the packages and vehicles, respectively.
- Training would be provided to the team for managing the deployment of RFID labels and scanners.
- Training would be provided to the drivers for managing the portable cellular units.
- New personnel will be hired to provide technical assistance on cloud asset management software as well as to manage the cloud environment if required.
- All the team members will complete the tasks assigned as per the schedule to avoid any kind of delays.

Constraints:

- The project start date is October 5, 2020.
- The target end date would be decided as the project plan progresses further.
- The budget estimate will be provided by analyzing the quality, resources, and time constraints as the project plan advances through the different phases.
- Difficulties in merging technologies with the existing system can cause delays in schedule.
- Alterations in the expected deliverables and scope can lead to delay in schedule.

Project Stages



Project Stages

➢ Project Initiation:

- Understanding the business case.
- Introductory meetings with stakeholders and team members.
- Requirement gathering and analysis.
- Signing off the contracts between Reliable Delivery and Hardcat.
- Project Charter development and approval.

➢ Project Planning:

- Project planning kick off meeting with the team.
- Develop communication, resource management, change control and risk management plans.
- Create a budget proposal and project schedule and get approvals for the same.
- Devise an implementation plan for integrating Hardcat Asset Management software with the existing Reliable Delivery Management System.

Project Stages

➢ Project Implementation and Execution:

- Initial account setup for cloud based Hardcat service.
- Technical training to the team members for deployment of sensors and use of cloud software.
- Check various configurations of the new system to ensure compatibility with the existing system.
- Procure and deploy RFID labels in packages and RFID scanners in vehicles.
- Enable real-time tracking by connecting to the cloud-based software.
- Monitor, approve and implement change requests depending on the project scope.

➢ Project Testing:

- Test the prototype implementation to identify potential points of failures,
- Test the accuracy and reliability of sensors and the software for real-time tracking.
- Document test cases for future use and backup plans in case of technical failures.

Project Stages

➢ Final Deployment:

- Final review and approval by stakeholders.
- Launch the Hardcat software integrated with Reliable’s shipping system.
- Generate user manuals for understanding Hardcat’s cloud-based software.
- Provide software and system training to end users.
- Provide training to drivers for handling portable cellular units.

➢ Project Closure:

- Check whether all the expected deliverables are executed according to the scope.
- Final presentation of the project.
- Project Closure report development and approval
- Close the project.

Quality Planning, Assurance & Control:

- Performing operational tests after the first round of implementation to detect any possible anomalies.
- Regular testing and maintenance of the cloud software and RFID sensors to ensure accuracy and reliability.
- Constantly updating the plan based on the quality test results.
- Testing the integrated system to ensure documents are being delivered and tracked accurately.
- Quantifying the resources used, time spent, and cost involved in the project and measuring any deviations from the planned values to keep a check on resources, schedule, and budget.

Executive Involvement and Support needed:

- Bi-weekly meetings would be held with the team and stakeholders to discuss the project progress.
- Weekly progress meetings with the team members. Project would be reviewed at each stage by Adam Alberts, Nikita Dongare and Sonya Hernandez.
- Adam Alberts would be responsible for approving the project at different stages.
- Amy Holland would provide the necessary approval for budget allocation proposals.
- Sonya Hernandez from Hardcat would coordinate with Nikita Dongare on a weekly basis to discuss about the project progress and resolve any issues encountered.
- Akeem Bakri from Hardcat would provide technical assistance to Reliable’s team to ensure that the system is integrated and able to track the critical deliveries accurately.
- Paulo Maina from Hardcat would be responsible for handling the purchasing and contractual matters.

Thank you for your time!
Any Questions?