

RDMI

APPENDIX A

COMPUTERIZED MAINTENANCE MANAGEMENT

PROJECT

Rapid Implementation Strategy Document

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Implementation Plan:

This report contains a system implementation plan for MoCA for Windows, a computerized maintenance management software.

The goal of the SWAT Team would be to develop cmms database as a model based on real information from the client's site. Critical equipment from an area or a department will be selected with associated PMs, procedures, tasks, spare parts and associated vendors to complete a full cycle for generating preventive maintenance work orders and repair orders.

The CMMS provides the backbone for an automated maintenance information management system. The three basic elements of an automated maintenance information management system are 1) Software, 2) Information content, and 3) Implementation and Training services. This implementation plan presents a logical approach for balancing these elements towards the achievement of the client's maintenance management goals and objectives. RDMI will manage this project in accordance with project management techniques. The RDMI's project manager will act as the contact person for the client. The project manager, who will be coordinating directly with the Plant Engineer, will provide timely updates on project status, schedule changes, data conversion, training requirements, and a project summary analysis.

A four-step approach to the implementation is as follows:

Step One - Implementation Seminar

Step Two - Equipment and PM Database Development and Process Review

Step Three - Inventory Database Development and Process Review

Step Four - Software System Training

The steps of the implementation plan outlined here are the fundamental steps that must be addressed to ensure a successful implementation. RDMI offers to complete each step jointly with the project team. Each step must be addressed by either RDMI or the client's internal staff to achieve the intended benefits of a maintenance information management system. RDMI will make a good faith effort to complete each step for the client within the time period specified by the proposal.

Step One:

Implementation Seminar

RDMI's project manager will conduct, at the client's facility, an implementation planning seminar, and direct initial activities of the project. This seminar shall include users from Maintenance, MIS, Accounting, Production, Purchasing and other concerned departments. The goals of the project will be established and agreed upon during this meeting. In establishing our strategy we will determine how best to allocate RDMI and client's resources in order to ensure a successful and timely project completion. The implementation seminar will provide the foundation and guidelines to ensure a timely and smooth implementation.

The seminar will serve to:

- Set objectives/goals and review time frame
- Establish criteria for measuring the success of the project
- Review project time line
- Define and establish coding standards
- List Critical Equipment and Spare Parts
- Define/review maintenance procedures for the critical equipment
- Verify hardware requirements/networking issues

Step Two:

Equipment and PM Database Development and Process Review

RDMI will perform a review of existing CMMS database and develop a technical specification for review. Based on RDMI's recommendations and guidelines established, the database will be converted to meet SOP, HACCP, FDA or ISO9000 or QS9000 requirements. Database verification is essential to ensure continuity in management analysis and reporting. The decision about how to convert the data, whether manual or electronic, will be made during this step.

RDMI will work in conjunction with client's personnel to develop an equipment database and Preventive Maintenance database for Critical Equipment under one area or department. This joint session will provide a systematic design for the client to review and implement as a template to use on remaining non-critical equipment. The following data will make up CMMS's equipment and Preventive Maintenance databases, and is subject to availability:

Equipment:

- Equipment types categorization, numbering and description
- Model number, serial number
- Equipment Location
- Cost centers
- Department
- Components
- Spare Parts Listing

Preventive Maintenance:

- Task number scheme
- Task scheduling information (start date, scheduling type, and scheduling frequency)
- Equipment listing

- Task Instruction* (as specified by existing procedures and equipment manuals.)
- Required parts and tools

* Data entry person to be made available by the client.

Step Three:

Inventory Database Development and Process Review

RDMI will work in conjunction with the client to develop an efficient and streamlined storeroom. From this joint session a systematic design will be outlined for the client to review and implement. RDMI will also work with the client to develop basic storeroom operational procedures.

Inventory integration will be provided in accordance with the SOP guidelines. RDMI, with the help of storeroom clerk, will assist in collecting and entering inventory data for immediate critical items.

The following data will be collected and an inventory database developed to meet SOP requirements.

- Inventory database development for Critical Items only with: Item number, description, type and, location.
- Re-order points and quantities will be established along with vendor information and pricing.

Step Four:

Software System Training

During this step a RDMI Engineer will provide hands on system training to the Project Manager. This training will cover the day-to-day use of the software. The training will adhere to SOP requirements with a maximum of two individuals may be trained. Facility database will be incorporated for training as a review process to verify configuration and data integrity.