

<b>Project Description:</b>	<b>Primary Client Contact Information:</b>		<b>Personnel:</b>
	Name		
	Title		
	Address		
	City, St, Zip		
	Phone		
Fax			
E-mail			

<b>Objective(s):</b>	<b>Constraints:</b>	<b>Financial Data:</b>
		Budget:
		MARR:
		Disc. Rt:
		Inflation:
		Lifetime:

<b>Project Deliverables &amp; Timing:</b>	<b>Due Date</b>	<b>Est. Duration</b>	<b>Responsibility</b>	<b>Act. Start Date</b>	<b>Act. End Date</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

<b>Project Personnel Contact Information:</b>					
Name	Function		Address		Title
Phone	E-mail		City, St, Zip		Fax
Name	Function		Address		Title
Phone	E-mail		City, St, Zip		Fax
Name	Function		Address		Title
Phone	E-mail		City, St, Zip		Fax
Name	Function		Address		Title
Phone	E-mail		City, St, Zip		Fax
Name	Function		Address		Title
Phone	E-mail		City, St, Zip		Fax

**Facility Location:**

Legal Description

Address

City, St. Zip

Phone

**Contact Information:**

Name

Title

Address

City, St. Zip

Phone

Fax

E-mail

**Personnel:**

**Lot Dimensions:**

**Easements / Set backs:**

Curb Cuts:

Sidewalks:

Entrances:

Water:

Gas:

Electric:

**Site Sketch:**

Production Personnel:				Office Personnel:				Personnel:			
Total Personnel				Total Personnel							
Shift Data: Personnel Starting Time Ending Time				Shift Data: Personnel Starting Time Ending Time							
Shift 1				Shift 1							
Shift 2				Shift 2							
Shift 3				Shift 3							
Breaks, Meals				Breaks, Meals							

Product Information:		Total Annual Production			
Item	Description	Annual Vol.	Length x Width x Height x Weight	Special Characteristics	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Facility Layout Sketch:**

<b>Production Personnel:</b>				<b>Supervisory/Auxiliary Personnel:</b>				<b>Personnel:</b>
Total Personnel				Total Personnel				
Shift Data:	Personnel	Starting Time	Ending Time	Shift Data:	Personnel	Starting Time	Ending Time	
Shift 1				Shift 1				
Shift 2				Shift 2				
Shift 3				Shift 3				
Breaks, Meals				Breaks, Meals				

<b>Product Information:</b>		Total Annual Production		
Item	Description	Annual Vol.	Length x Width x Height x Weight	Special Characteristics
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**Dept. Layout Sketch:**

<b>Product Information:</b>		<b>Work Cell Personnel:</b>		<b>Personnel:</b>
Product Description:		Total Personnel		
Part No.	G.T.:	Shift Data: Personnel Starting Time Ending Time		
Production Quota:		Shift 1		
Product Life (remaining):		Shift 2		
		Shift 3		
		Breaks, Meals		

<b>Product Bill of Materials:</b>			Total Cost / Unit:	<b>Cell Operating Data:</b>
Sub-level	Qty	Description	Unit Cost:	Utilities Req'd:
0				Electric:
1				Water:
				Other:
				Operating Conditions:
				Sound Lvl:
				Temp:
				Humidity:
				Other:

<b>Work Cell Layout &amp; Ergonomics</b>	<b>Machine Data:</b>
	Total Cycle Time:
	Machine Time:
	Operator Time:
	Concurrent Time:
	MTTF:
	MTTR:
	Scrap Rate:
	Efficiency:
	<b>Dimensions:</b> L W H
	Static Dim:
	Dynamic Dim:
Floor Load:	
<b>Machine Data:</b>	
Total Cycle Time:	
Machine Time:	
Operator Time:	
Concurrent Time:	
MTTF:	
MTTR:	
Scrap Rate:	
Efficiency:	
<b>Dimensions:</b> L W H	
Static Dim:	
Dynamic Dim:	
Floor Load:	
<b>Machine Data:</b>	
Total Cycle Time:	
Machine Time:	
Operator Time:	
Concurrent Time:	
MTTF:	
MTTR:	
Scrap Rate:	
Efficiency:	
<b>Dimensions:</b> L W H	
Static Dim:	
Dynamic Dim:	
Floor Load:	
Elevation View(s)	

**Product Information:**

Product Description:

Part No.

G.T.:

**Value Stream Analysis:**

Value Added Time:

Incidental Time:

Waste Time:

Improvement Potential:

**Personnel:**

Operations Process Chart: