



Industrial Features & Functions Worksheet

Use this worksheet to determine and document product requirements. Please complete each section in detail, and share the information with our engineers so they have a clear understanding of your needs and expectations.

Requirements

1.0 Objectives	What are you striving to accomplish with this product (e.g., rebranding, ease of use, cost reduction)?
2.0 Technology	What technology needs to be part of your product (e.g., lighting, electronics)? How will it be used?
3.0 Environment of Use	In what environment will the product be used (e.g., inside/outside, temperature, etc.)?
4.0 "Look and Feel"	How do you want your product to look and feel (e.g., robust, durable, functional, high tech, etc.)? Is there a style you are looking to convey?
5.0 Storage	Where will your product be set up and/or stored? Does it need to be stackable?
6.0 Equipment of Use	What equipment will be on or in the product?
7.0 Shipping, Packaging and Freight	How do you want your product shipped and packaged (e.g., drop ship to end users, UPS, skid, etc.)?
8.0 Configuration	What features need to be on the product? How do elements need to operate/perform?
9.0 Human Factors	How will the end user interact with your product? Who will be assembling it?
10.0 Labeling	Will there be a UL-rated listing, warning label or box serial number?
11.0 Size / Footprint	How much floor space should it take up? How tall?
12.0 Weight and Capacity	How heavy will this product need to be?
13.0 Graphics	What graphics are you looking to incorporate (e.g., logos, bin tags, product identification, etc.)?
14.0 Colors	What colors do you want on your product (e.g., branding, same color scheme as other units if a part of family, etc.)?
15.0 Assembly	Who will assemble it? What fastener(s) will be needed? Material of fastener? Will a special tool be required?
16.0 Target Cost	Establishing a target cost may help guide other pertinent decisions.
17.0 Tooling	Is there a budget for tooling? If so, how much?
18.0 Quantities	What is your estimated annual usage?
19.0 Prototypes	How many prototypes will you need, when, and for what purposes (e.g., trade shows, testing, etc.)?
20.0 Expected Warranty	What is the life expectancy? Will cycle testing be required?
21.0 Service Parts	How many moving parts? Will you need a service kit?
22.0 Competitors	What are your competitors bringing to the market? What do you like or dislike about their products? Is it successful? Why or why not?
23.0 Testing Required	Will your product require any testing? Is so, list them here.