**Needs Analysis for Mobile Data Capture Solution**

**Mi-Co Mobile Forms**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mi-Forms Value Proposition:

**Mi-Forms saves high-valued personnel time from tedious data capture and entry, and shortens the cycle time spent for processing critical information captured into various business processes.**

Are you currently using any mobile forms processing software? If yes, please explain your present workflow.

If not, on a scale of 1-10 (1 being the lowest),

1. How satisfied are you with the current paper based forms processing methods? \_\_\_\_\_\_\_\_\_\_\_\_
2. How important is simplifying the paper based process for your industry? \_\_\_\_\_\_\_\_\_\_\_\_

 Your level of opportunity with this customer: B + MAX ((B-A), 0) = \_\_\_\_\_\_\_\_\_\_\_\_

Form details:

How many forms would you like to convert to electronic forms? \_\_\_\_\_\_\_\_\_\_\_\_

How many pages, on average, in each form? \_\_\_\_\_\_\_\_\_\_\_\_

How long does it take on an average to complete an inspection? \_\_\_\_\_\_\_\_\_\_\_\_

How many inspections on an average are completed per day? \_\_\_\_\_\_\_\_\_\_\_\_

How many copies of each form do you currently produce? \_\_\_\_\_\_\_\_\_\_\_\_

What are the main bottlenecks in your current process?

What applications are you sending this data into?

How much time does it take to key the information into your database? \_\_\_\_\_\_\_\_\_\_\_\_

What % of time does the data captured have error(s)?

How much time is spent, on average, in rekeying or querying erroneous data? \_\_\_\_\_\_\_\_\_\_\_\_

Do you have the same staff for Data Capture and Entry?

# of staff in Data Capture \_\_\_ # of staff in Data Entry \_\_\_ Average hourly wage of company staff $\_\_\_\_\_

Describe the path these documents take within your organization.

Does the data currently go into any applications or databases? If yes, is it SQL or ODBC compliant?

What are the $$ consequences of not meeting your desired turnaround time? \_\_\_\_\_\_\_\_\_\_\_\_

Current Monthly Expenditure:

Postage and transportation fees for paper forms \_\_\_\_\_\_\_\_\_\_\_\_

Office supplies (toners, paper, files, maintenance) \_\_\_\_\_\_\_\_\_\_\_\_

Other paper related expenses like forms spoilage, etc. \_\_\_\_\_\_\_\_\_\_\_\_

Which are the areas in your current process you would like to see an improvement in?