



CAD / BIM Needs Assessment

“You don’t know what you don’t know”

MicroCAD Training & Consulting offers an essential on-site service that helps your organization establish a road map to increased efficiency and productivity. Our industry seasoned professionals will observe your business workflows and discover ways to optimize your CAD/BIM processes. The service will focus on key components and processes, with the results assimilated into a final CAD/BIM Needs Assessment document and Road Map outline. This includes:

- **Information Gathering**
- **Staff Interviews**
- **Software / Hardware Assessment**
- **Documentation Assessment**
- **Process and Resources Assessment**
- **Identifying Opportunities & Establishing the Road Map**

Following this assessment, we will produce a report with specific recommendations for maximizing productivity.

To take advantage of this opportunity, please contact one of MicroCAD’s sales representatives at 617-923-0500, or e-mail us at mtcinfo@microcad3d.com. Discounts may apply if bundled with additional MicroCAD services.

See reverse side for additional assessment details

Information Gathering

Before conducting the on-site portion of the CAD/BIM Needs Assessment, we will ask for your assistance in gathering a representative sampling of your team's computer information. This information will help establish a hardware and operating system baseline, which will be included in the assessment process.

Staff Interviews

We will facilitate information gathering sessions by leading interactive group interviews, followed by more detailed interviews with key individual staff to find out more about your current CAD/BIM processes. It is important we not only interface with technical staff, but also with management leaders to learn your business perspective of the CAD/BIM design and documentation process.

Software / Hardware Assessment

Having appropriately configured software and hardware goes a long way towards attaining efficiency and optimized workflows. We will take a baseline look at your production software and hardware to discover whether strategic updates could deliver meaningful return on investment (ROI).

Documentation Assessment

At the heart of the efficiency equation is taking a close look at the most laborious process, the design/documentation phase, to find opportunities for increased efficiency. We will also look to identify prospects for strategic development of tools, macros, and utilities to mitigate repetitive time-consuming tasks.

Process and Resources Assessment

Are there phases of the process that typically get bogged down? Does production staff have access to the proper tools, training, standards and best practices? Are staff taking advantage of new features in their software applications or working the same way as they've always done? Oftentimes business processes have evolved that are generally sound, yet some inefficiencies exist that prevent maximum productivity. We can help identify these problem areas and offer solutions.

Identifying Opportunities & Establishing the Road Map

Streamlining processes and increasing efficiencies comes down to implementing a series of small steps and actions that cumulatively add up to make a measurable difference. We will help you identify issues that can be improved with tangible solutions and actions.

For additional information on this service, or any of our other services or training, please call 617-923-0500, e-mail mtcinfo@microcad3d.com, or visit our website www.microcad3d.com.

