



3dM Project Methodology

Successful projects on time and within budget—while nothing can absolutely guarantee the success of a project; Acuity's 3dM methodology comes close because it addresses every step of your project, from start to finish. 3dM stands for define, design, deploy and manage. 3dM calls for experienced and highly knowledgeable project managers to take charge of your projects. We not only keep the project progressing on time and within budget, but also, ensure that you are able to maintain control of the process.

We do this in many ways. All work is clearly defined before it is begun. Specification changes are formally agreed to and documented. Weekly progress reports keep you up-to-date on completed tasks, tasks not completed as scheduled, key issues that arose, decisions that were made during the week, and exceptional issues or events that could affect the project outcome. We keep you informed and in the driver's seat without demanding a lot of your time.

Define: finding out exactly what you need

The definition stage of the 3dM methodology is an opportunity to delineate the solution that you need, so there is no misunderstanding its nature.

DEFINITION

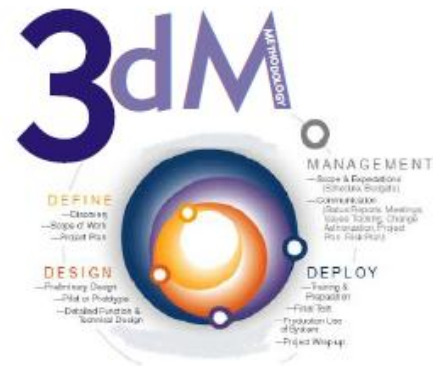
This phase includes a definition, or requirements analysis process that determines your business and technology objectives and your priorities and expectations. Following the definition process, we present you a scope-of-work document and a project plan

SCOPE-OF-WORK

The scope-of-work delineates our understanding of your business issues, which issues we intend to address, and the extent to which they will be addressed. It includes your requirements, the solutions we propose, customizations that might be needed (in the case of a software product), unique situations that we must take into account, risks that might be involved, and the identification of your resources, constraints and priorities.

PROJECT PLAN

The project plan is a Gantt chart that shows how we propose to deliver your solution. It includes a timeline, a list of resources and the tasks involved in the project. It reflects our understanding of your requirements for timing and the availability of your resources. The plan shows you exactly what is to be done at specific times and who is expected to do it.



The purpose of the definition stage is to ensure—before actual work on the project begins — that we have defined your project requirements correctly, that we understand your objectives and special requirements and that our schedule is realistic and acceptable to you. The definition process also eliminates any misunderstandings that might arise among you, Acuity sales people and the people who will actually deliver the solution.

Design: blueprinting the project

While the definition stage states generally what we're going to do and how we're going to do it, the design stage results in functional and technical specifications. In other words, it says, "This is exactly what we plan to do. What do you think?"

Deploy: delivering the solution and making sure it works

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With the arrival of the deployment stage, the system is essentially finished. Only training, testing and final "tweaking" remain.

TRAINING AND PREPARATION

While hands-on and classroom training can occur throughout the life of the project, depending on need, Acuity typically provides final, on-site training, using system prototypes. This training, and other final preparations, not only ensures that your employees are ready to work with the software, but it also serves as a final check of the system itself.

Project management: making sure someone's watching the store

Whether we're talking about e-business, enterprise resource planning, customer relationship management, or custom projects, the defining feature of the 3dm process is project management. And, because project management is central to our 3dM process, we have assembled a staff that has a combined 119 years of experience. It will be the responsibility of one of these highly qualified professionals to work with you and your team closely; to make sure that your project goes as smoothly as possible from the start, and that it comes in on time and within budget.

PROJECT MANAGERS TAKE CARE OF DAY-TO-DAY ISSUES

Our project managers handle scheduling, resources, cost and quality concerns. They track new issues and changes in the original project specifications. They also handle ongoing project documentation that can include system configuration details, meeting notes, reports, form and data examples, procedural guides, system and process analysis, flow charts, entity-relationship diagrams, prototype screens and reports and other related materials.

KEEPING EVERYBODY ON THE SAME PAGE

Project managers issue weekly and periodic status reviews so that everyone involved is aware of the project's progress. They also document problems so that they can be corrected quickly. These reviews record completed tasks, tasks not completed according to schedule, key issues and decisions made during the week and exceptional issues or events that might affect project outcomes.