



FAST Data™ – Contract Scoping Questions

This is an outline of the issues that define the general scope of services desired from Facility Issues for setup of your custom FAST (Facility and Asset Scorecard Template) Data™ Model. This can be revisited after the initial development (30 days) and a month of your use.

Logistics → determine “licensing” fee

Nature of project (which of the following?):

- A transitional project (<2 years) to develop skills/data and bridge to another solution?
- A stand-alone project anticipated for >2 years?
- Level of ongoing technical support desired from Facility Issues (none, support system “admin”)

Data file location (which of the following?):

- Microsoft cloud SharePoint (will be used for initial setup by default)
- Internal SharePoint (after initial setup and within 2 years)
- Internal network (after initial setup and within 2 years)

Current Microsoft Office/Power BI licensing (which of the following?):

- Version of Office is 2019 or 365
- Power BI is Pro or better for users identified below

Special contract/procurement conditions (any of the following?):

- Contract conditions (insurance, third party systems/reviews, general terms)
- Invoicing (system/method used, payment terms/types)
- Company IT account requirements if applicable

Skills and Training → determine required training services & documentation

- Number of initial users (by category)?
- Current skill level of users in Excel and Power BI (by category)?
- Desired skill level of users in Excel and Power BI (by category)?
- Prefer on-site or virtual training?
- Level of user support desired from Facility Issues (train the trainer, support end users)?
- Are end users going to build out additional reports on top of system?

Schedule → define the key milestone dates

- 30-day initial setup (anticipated date for receipt of notice to proceed and initial data set)?
- Special milestones for subsequent phases (based on technical scope)?
- Training dates (based on number and types of users)?