Business Needs Analysis

The information gathered with this Business Needs Analysis (BNA) is required to assist in identifying the customer's plan, their expectations, business issues they are looking to solve, identify their environments and their overall needs. The Discovery portion of the BNA will assist in ensuring that the correct software modules are ordered, while the Order Info section is used to collect information required when placing the order.

Section 1: Customer Information	
Company Name	
Contact Name:	
Contact Telephone Number:	
Contact email address:	
Country:	
Company Address:	
City	
State:	
Zip Code	

Section 2: Current Customer Process	
Please describe, **in detail**, the current processes the customer is using with existing applications:	

Section 3: NEW Proposed Process

Please describe, **in detail**, the NEW processes being proposed with DocuBreeze:	

Section 4: Discovery

1.	How many people will need to access the system?	
2.	How many concurrent automated jobs do they expect to need?	
3.	How many MFDs will be used for scanning? o What model MFDs will be used with DocuBreeze?	

4.	What is the primary purpose for DocuBreeze?	
	4.1. Image processing and conversion	☐
	4.2. Annotation "Bates Stamping"	☐
	4.3. Routing	☐
	4.4. OCR	☐
	4.5. Archive and Retrieval	☐
	4.6. Document processing, document workflow, …	☐
	4.7. Other… Please Explain:	☐

5.	Do they require:	
	5.1. Image conversions?	☐
	5.2. Annotation?	☐
	5.3. Renaming?	☐
	5.4. Tiff or PDF page splitting?	☐
	5.5. Image cropping or resizing?	☐

6. Will they require OCR Processing of documents?
    6.1. To obtain text output only?
    6.2. To obtain images only?
    6.3. To make document full text searchable?
    6.4. PDF as an output format?
    6.5. HTML as an output format?
    6.6. Key word routing of documents?
    6.7. How many individuals do they require to **concurrently** be able to access the OCR option?
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7. Will they require DocuBreeze Bar Code routing?
    7.1. Will they be processing documents with barcodes not created by DocuBreeze?
        ▪ If so, what is the barcode format?
        Please Explain:	

8. Is archival / retrieval required?
    8.1. Will indexing be performed via DocuBreeze?
    8.2. Will the documents be stored on DocuBreeze or outside of DocuBreeze?
    8.3. How many documents are expected to be stored:
        ▪ Daily (Ex: 10)
        ▪ Weekly (Ex: 50)
        ▪ Monthly (Ex: 200)
        ▪ Year (Ex: 2400)
    8.4. How many pages are in each document (average)?
    8.5. Will media file types like MP3, wav and MPEG be stored on DocuBreeze?
    8.6. What is the average file size (MB) of each document being stored on DocuBreeze?	

9. What type of network is in use by the customer?
    9.1. Ethernet
    9.2. Network Speed (10/100)
    9.3. Other, please explain:
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	☐

10. Will DocuBreeze be installed in the intranet or Internet?
    10.1. If installed on intranet, will users have enough bandwidth?
    10.2. If installed on the Internet, Service Bureau pricing applies. Please contact SEC right away for pricing options.
        ▪ If installed on the internet will users connect with Cable or DSL (modem is NOT recommended).	

11. Will a Tablet PC attached to an MFD be required?
    11.1. How many MFDs will require a Tablet?
    11.2. Is WiFi being used?
        ▪ 802.11a, 802.11b, 802.11g?
	☐

12. DocuBreeze can be delivered by two methods:
    12.1. Customer would prefer DocuBreeze delivered configured on Dell server hardware provided by KMBS (true plug and play version).
 	
    12.2. Will customer be sending their own server hardware? *If customer would prefer to use their own server hardware, they can send it to KMBS SEC to have the software installed for a service fee (service fee ranges between $500 to $3,999 depending on the hardware configuration and testing that may be required).*	

13. What devices will they use for collection of files?
    13.1. Konica Minolta MFDs
    13.2. Email servers
    13.3. FTP
    13.4. File servers
        ▪ Windows
        ▪ Mac
        ▪ Linux
        ▪ Unix
        ▪ AS/400 (IBM iSeries)
        ▪ Mainframe
        ▪ Novell
        ▪ Sun
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14. What devices will they use for distribution of files?
    14.1. Konica Minolta MFDs
    14.2. Email servers
    14.3. FTP
    14.4. File servers
        ▪ Windows
        ▪ Mac
        ▪ Linux
        ▪ Unix
        ▪ AS/400 (IBM iSeries)
        ▪ Mainframe
        ▪ Novell
        ▪ Sun
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15. If there are any applications that customer would like DocuBreeze to work with, please list them here:	

16. Is the customer using an LDAP server for user authentication?
    16.1. What type of LDAP server are they using?
        ▪ Open LDAP
        ▪ MS Active Directory
        ▪ Novell Directory Services
        ▪ Other, please explain:
    16.2. Would customer like DocuBreeze users to be authenticated against their LDAP server?
    16.3. Does customer require custom integration with their LDAP server (custom integration is provided as a fee based service)?
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	☐

17. Does the customer require implementation and setup services?	

Section 5: Reseller Information

Company Name:	
Salesmen or Business Contact Name:	
Contact Telephone Number:	
Contact email address:	
Company Address:	
Country:	
Street and number:	
City	
State:	
Zip Code	
DocuBreeze trained technician **(REQUIRED):**	
Name:	
Telephone number:	
Email address:	

Section 6: Equipment Required

Quantity of Dell Servers needed:	
Dell Tower Server:	
Dell 2U Rack Server:	
RAID 5 Controller (min 3 HDD will be required):	
Quantity of hard drives required:	
Size of each HDD:	146 GB
Micro Processor size Preference:	
How much memory (RAM) would the customer like installed?	
Is a monitor required?	

Section 7: Server Setup Required Information

Host Name *(ex:/ Docubreeze.konicabt.com)* ***IMPORTANT: OCR licenses will LOCK to only this host name!!***	
Static IP Address:	
Subnet Mask:	
Gateway/Router Address:	
Name Server Address:	
Secondary Name Server Address: *(Optional)*	
SMTP Mail Server: *DocuBreeze will send mail through (ex: mail.konicabt.com)*	

Section 8: Additional Comments

Please add any comments here:	

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