

12.6

PREPARATION FOR USE OF AN INTERACTIVE GRAPHICS SYSTEM

From the moment you make the decision to use an IGS computer there are a variety of things you can and should do to become more effective more quickly in your use of the equipment. Most of these things are common sense items and require more an understanding of your own operation than the operation of a computer.

SET GOALS AND A REALISTIC TIME SCHEDULE FOR GOAL ACHIEVEMENT

List what you expect to achieve with the computer system. The list may include such items as:

- A. increase volume of work without increasing staff.
- B. reduce the mechanical drudgery in creativity & production.
- C. increase profitability through cost stabilization.
- D. improve accuracy.
- E. increase the proportion of each day available for creative endeavor.

List tasks to be accomplished both before and after the equipment arrives. Prior preparation will save much time and cost for your operation and cannot be underated.

1. BEFORE EQUIPMENT ARRIVAL:

- A. Acquaint the staff with the system and what you expect it to mean to the company and to themselves.
- B. Define standards for office drawings.
 - eg. symbols
 - text sizes
 - dimensioning conventions
 - standard details
 - look for things that repeat from job to job
- C. Learn as much as you can from similar systems elsewhere.
- D. Prepare space for the system.
- E. Select first job to be done on the computer and begin organizing its production for IGS.

2. AFTER EQUIPMENT ARRIVAL:

- A. Reaffirm your commitment for the use of an IGS computer to achieve the goals you have already stated. This may sound redundant but there will be a great tendency in the early use of the system to treat it as a toy and maintain former ways of doing things that waste computer time as well as your own.
- B. Train intensively early. Learn as much as possible as soon as possible. Impose a sense of urgency.
- C. Create your own operators manual listing basic procedures in "cook book" form. This will speed training of staff and become a quick reference guide for day-to-day operation.
- D. Input standards for drawing as an immediate priority. Create and input standard menus, libraries, standard drawings.
- E. Establish a training schedule for those people not trained in the initial orientation/training period.
- F. Remember that B through E above take time. Schedule that time in your workload and allow for it as system cost overhead.
- G. Set new goals for system use. These may include: a date to begin design work on the system, dates for achieving specific levels of productivity, schedule for performing "service bureau" type work, etc.
- H. Multi shifting the computer is an excellent way to dramatically improve its profitability. If you intend to operate on two or more shifts, be sure to organize your staff prior to the need to shift.

IN SUMMARY

- * Begin preparing for the system as soon as you make the decision to acquire it.
- * List your goals, set and follow schedules to achieve them, and define new goals.
- * Be committed to your decision and let go of old ways no longer appropriate.
- * Spend intensive effort when the system arrives to train and to input information that will make equipment operate most effectively for you.