

IMPLEMENTING BIGFOOT CMMS - WHAT IS INVOLVED?



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This document lists the basic tasks that Bigfoot customers will work through when implementing our CMMS. It is a guideline only, reflecting on our experience working with the many thousands of Bigfoot users over the years.

Step 1: Who will be a part of the planning team?

We believe that a team approach including management and technicians can be useful in successful implementation of CMMS. The feedback from the people in the field combined with the reporting, analysis and other goals of management will give you the best results. Plus, if people at all levels are involved they will accept the change more easily and work in common towards successful implementation. No one wants software forced on them they have not been involved with.

Step 2: Identify your needs, wishes and goals.

Why are you selecting a new CMMS? Where are your maintenance issues? Do you want better operational management of work orders? More proactive preventive maintenance? Better reporting on the effectiveness of your maintenance team? It is helpful to list these needs, wishes and goals before getting into the software training and setup. It will help you focus on what parts of the CMMS to work on first.

Step 3: Orient yourself on the benefits and features of Bigfoot CMMS.

If you have purchased training, it is much easier to get started once your training is complete. At least go through the orientation (again with a live trainer if you purchased it, or alternatively, using the provided documentation and resources you look at on your own pace). Experiment with your software. If you are using the client/server version, get it installed and play around with the system so you start to get familiar with the basics. If using the web version, login and look around. It will be easier to setup your info if you have a good orientation to the features in Bigfoot CMMS.

Step 4: Go thru the “startup kit” – start laying out how you will manage your CMMS information.

We have a detailed ‘startup kit’. This document will walk you thru all of the details on how to setup the basic and detailed information. For example, you will want to define your “equipment conditions,” “work order types,” and many other overhead info in advance. It is best to have your CMMS implementation team go thru this together. Often times we suggest using a white board to help draw up thoughts. When you are done with the startup kit, you will be ready to start using the system. May sound like a lot of work up front, but this will pay back greatly with a cleaner and more successful implementation. There is not a lot of data entry in this phase, but there can be a lot of philosophical and tactical discussion on how to best implement.

Step 5: Start entering basic info

Now you can start entering your assets/equipment, parts, PMs and other database info. This phase can be a lot of data entry. We have all kinds of replication features to make this go as painless as possible. We also have the ability to import (fees may be involved) if you have your data in an electronic format. We suggest that you pick a subset of equipment and start. Maybe pick one aspect of your operation and get the data in. Get a good feel for how the data will be used before working on your entire data entry project.

Step 6: Experiments/test run/Go live

Make some work orders, look at your PMs. Start using the system. See how well the analysis/information provided from Bigfoot is helping you. You may discover that you need to tweak Bigfoot. Maybe enter data a little differently. Adjust and continue. Soon you will be in a “go live” phase.

Step 7: Circle back to Step 2 (needs and wishes) – Are you achieving what you set out to do?

Are we getting the results we want? At this point most customers can say yes, but if not, why? Maybe it is a training/user issue – the helpdesk can assist. Maybe you need to enter your data a little differently. Maybe you need to implement other parts of Bigfoot. Ultimately we want our users to get the most out of Bigfoot that they can. This is a dynamic process that may take some time, but once successful will help your organizations operational effectiveness and profitability.

About Bigfoot CMMS

With over 1,400 customers, Bigfoot Computerized Maintenance Management Software (CMMS) has a proven track record of managing the maintenance needs of organizations worldwide. Bigfoot CMMS's full functionality paired with its intuitive design allows you to implement the solution and get results quickly.

Visit www.bigfootcmms.com to download a free trial, and see how you can increase staff productivity and reduce maintenance costs today.

The logo for Bigfoot features the word "Bigfoot" in a blue serif font. Above the letters "i" and "o" is a dotted orange arc that starts with a solid orange dot on the left and ends with a solid orange dot on the right.

Bigfoot.

Quick to Learn • Quick Results