



Appendix M

NEEDS ASSESSMENT

Information to Leverage a Manufacturer's Expertise Beyond Building a Part

This document helps to outline information that a client may opt to provide a manufacturer to convert them from a "parts maker" to a "partner." Care must be taken with confidential information and a NDA should be considered.

Providing varying amounts of this information depends on the role and expectations for the particular vendor. If simply a supplier to build to print at a stated price and timing is desired, provide virtually no information beyond the part specifications. However, if a supplier's insights, contacts and support could also be beneficial, creating a "partnership" is likely to be far more beneficial to a company's success.

If you desire a "Partnership" please consider using the following information.

General Company Information

1. Full name of Company: _____
2. Street Address: _____
3. Town/City: _____ MA Zip Code _____
4. Company Web Site: _____
5. Company Phone #: _____ Fax #: _____

Contact Information

1. Contact Name: _____
2. Title: _____
3. E-mail Address: _____
4. Cell Phone #: _____



GREENTOWNLABS



Other Company Information

- 5. Provide an idea of your company’s main reason for existing. (You are selling your company mission while also stating what is important to you so the vendor can determine if they have both the capabilities to meet your request and similar ideal to try to assist beyond the request.)_

- 6. An idea of the outlook for your company. _____

- 7. How long you have been in business _____

Company Background and Market Landscape

- 1. Provide an overview of your company, product(s), and critical elements to achieve your sales goals (300-500 words maximum) _____

- 2. Identify the market needs your product addresses (300-500 words maximum) _____

- 3. Sales targets: Identify your sales targets/customer segments: _____

- 4. Briefly outline the current status of your sales development (Discussion phase, letters of intent, order, currently buying etc.) _____

- 5. Indicate if you are currently involving your customers or potential customers in your development process Yes/No _____

- 6. Describe the market landscape [current market size and growth projections, current competitors, and emerging threats] (300-500 words maximum)): _____

- 7. Outline the top-three challenges facing your company:
 - a. First challenge: _____

 - b. Second challenge: _____

 - c. Third challenge: _____

- 8. Describe the current development stage of your product (e.g., proof of concept, prototype, in production, etc.). Provide current development tools or manufacturing processes that you are



GREENTOWNLABS



currently using (300-500 words maximum): _____

Project and Scope of Services

1. What nature of assistance are you looking for:
 - a. Engineering support
 - b. Design for Manufacturing
 - c. Cost Reduction
 - d. Other: _____

2. How many prototypes do you need made: _____

3. If the prototype part you have made meets your expectations do you anticipate moving into a larger production run? If so, what is your anticipated annual quantity? (This will drive considerations in design for manufacturing): _____

