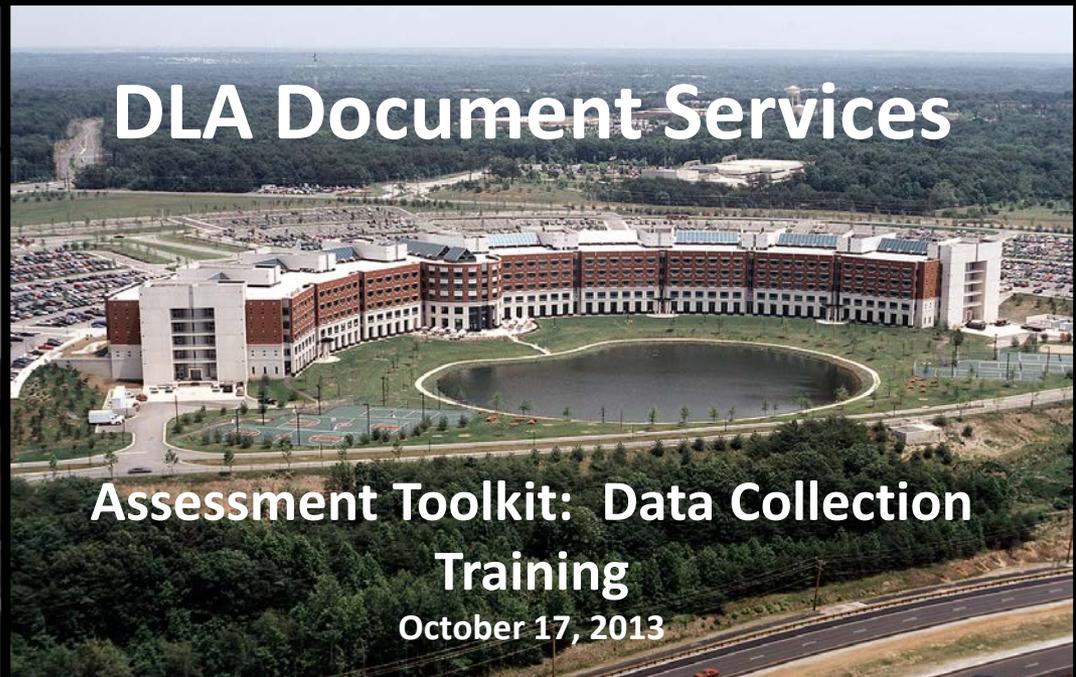




DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



DLA Document Services

Assessment Toolkit: Data Collection Training

October 17, 2013

WARFIGHTER SUPPORT ENHANCEMENT

STEWARDSHIP EXCELLENCE

WORKFORCE DEVELOPMENT



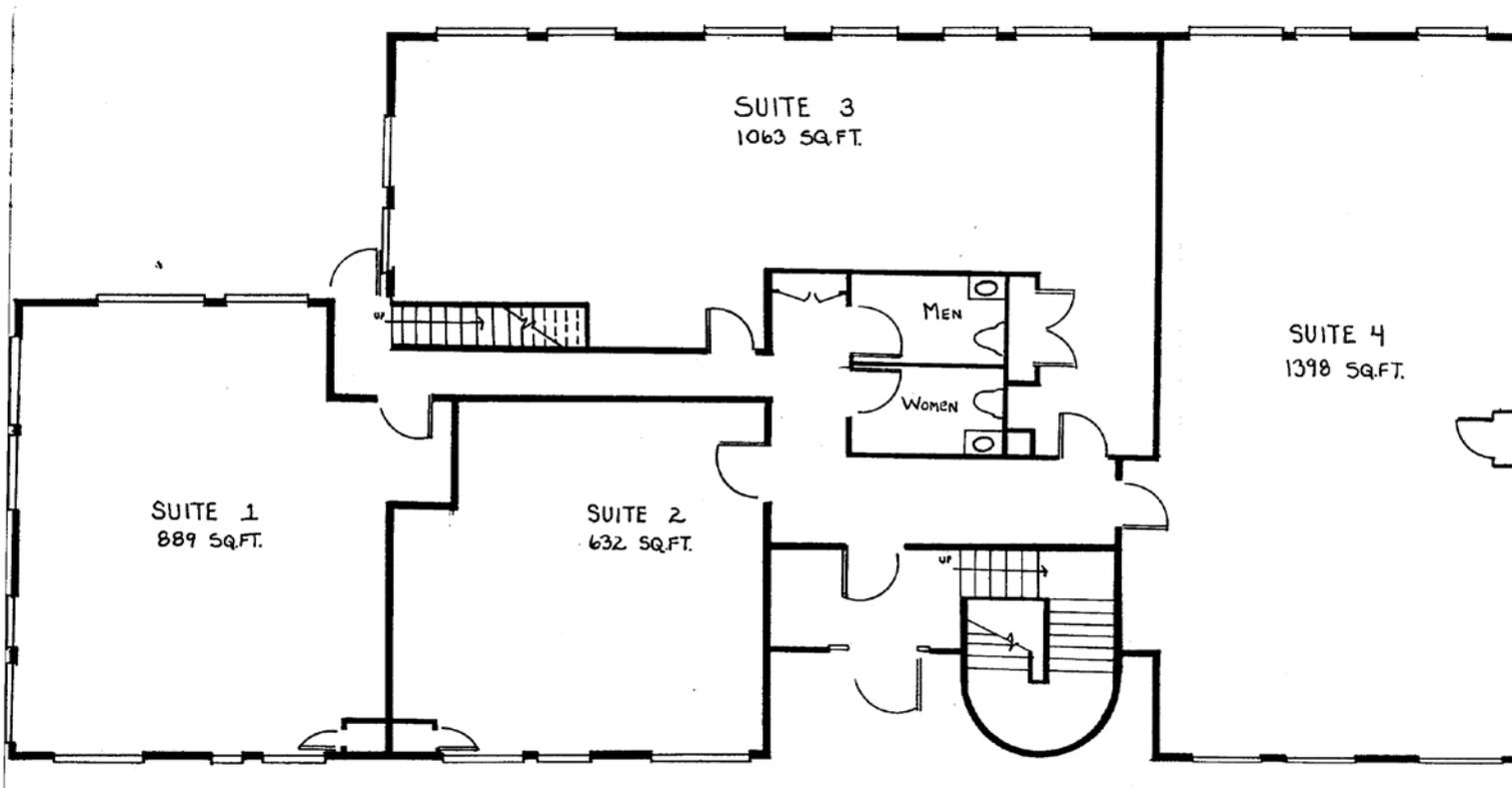
Setting a Work Area

- The most important aspect of your data collection
 - Setting the work area incorrectly will affect your customer's proposed state cost
- How To Properly Set Your Work Area
 - The Optimizer optimizes based on each Work Area
 - On average, a work area should be defined by approximately 25 feet by 30 feet, or 750 square feet. This would provide the optimal walking distance between any individual desk and the shared device(s)
 - For large areas, you should break the area in to multiple sections for entry into the Data Collection Spreadsheet. This could be as simple as adding an "A" or "B" to the entry in column B of the Data Collection Spreadsheet
 - Consider identifying your Work Areas by Building Number/Floor Number/Room Number/Department or Division
 - Do NOT count employees more than once
 - Keep in mind that an individual office with one person should NOT count as a lone Work Area, even if the customer says that they want to make sure they maintain their desktop printer.
 - If they want to maintain their desktop printer, we can group the office in to a larger Work Area and then override the Optimizer Proposed State



Setting a Work Area – Example

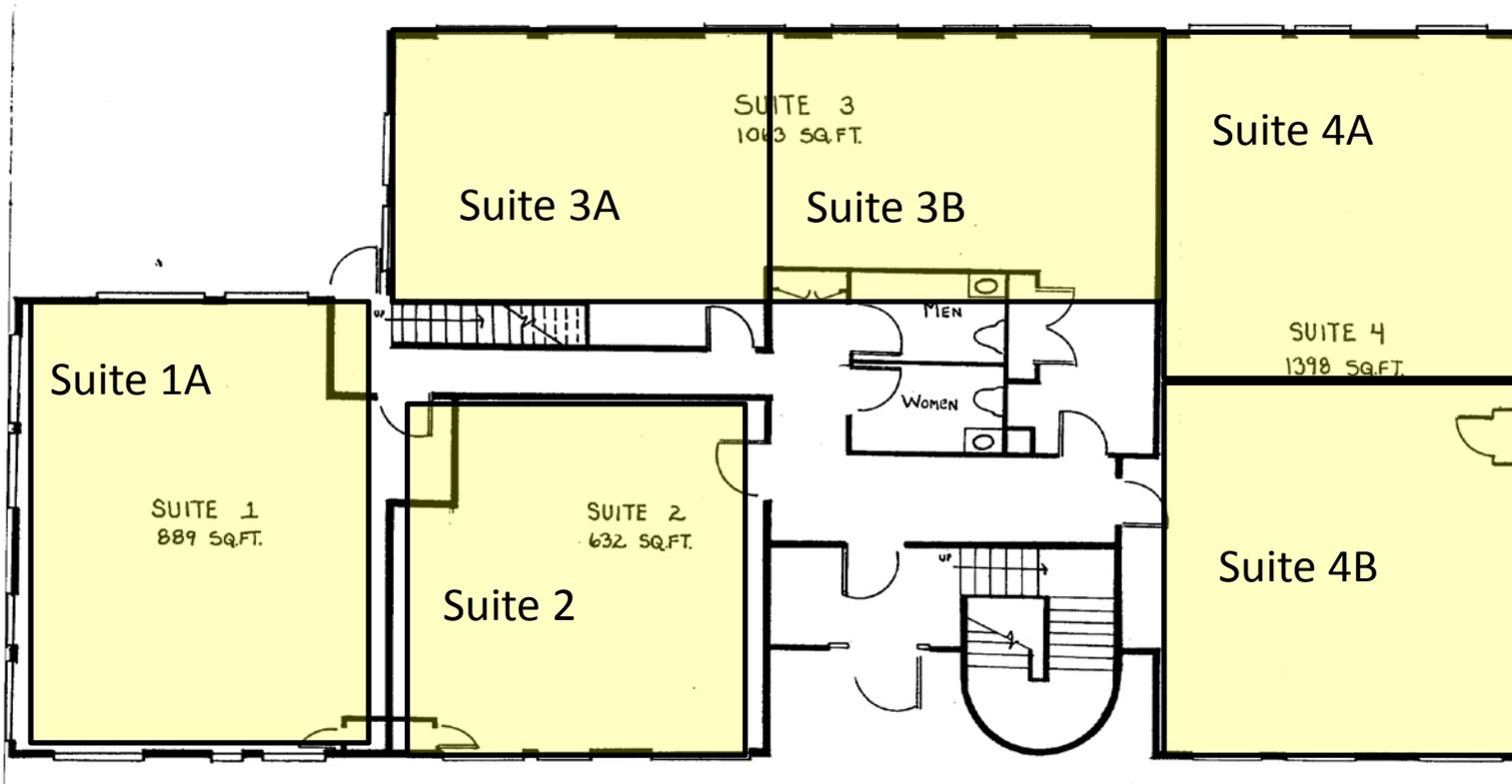
How you would set the work locations for this customer?





Setting a Work Area

Example Recommendation/Discussion





Device Ratio & Configuration

- The Standard Recommendation is to Move to a 10 to 1 Ratio
 - Ten Employees to One Device
- The Size/Speed of the Devices Should be Selected Based on Monthly Usage and Capability Requirements
 - 35ppm, Color Device Would Support a Monthly Usage 25K Pages Color/Black&White