

Define the production task

Industrial automation project brief

Use these 11 questions to prepare an initial inquiry to Axistra. Short answers, "Not yet known" and "Not applicable" are useful. Save a copy and update it as your team clarifies the task. Scope, engineering choices and commercial terms are discussed separately.

Working project title

Brief date / revision

1 What process, machine or area does your inquiry concern?

Describe the application in a few sentences. Is it a new application or an existing installation? What happens before and after the operation in question?

2 Why are you considering this project now?

Describe the main difficulty or opportunity. What is the highest priority, and why does it matter to your team?

Describe the current and intended operation

3 What do you know about the current situation?

Include any existing measurements or recurring observations, with the source and period if known. Label estimates as estimates. If no baseline is available, write "Not yet known".

4 What outcome would you like to discuss?

Describe the desired change in your own words. Which outcomes are essential and which are preferences? Present target values as goals to discuss, separate from the current situation.

5 What equipment is involved, and what would you like to retain?

List known machines, controllers, operator panels, drives or other relevant systems. Include model or version details only where already known. Note any equipment your team wants to retain.

People, platforms and responsibilities

6 Do you have platform or manufacturer preferences?

Record any existing company standard, familiar platform or preferred manufacturer. Which choices are required and which are open for discussion? "No preference" is also a valid answer.

7 Who will use the system, and what do they need?

Identify the user roles and their main tasks. What information, control actions or reports would they like to discuss? Describe needs without choosing a technical solution.

8 Which roles or departments can clarify and approve requirements?

Identify responsibilities for the project brief, production needs, maintenance, IT, access and purchasing where relevant. Use role or department names; personal names and contact details are not needed here.

Planning, documents and open questions

9 What constraints or planning conditions are already known?

Record relevant dates, production windows, available space, access conditions or other restrictions. Include a budget framework if one has been defined. Label each item as confirmed, provisional or a preference.

10 What supporting information is available?

List relevant drawings, equipment lists, process descriptions or other documents. Add dates or versions if known and note whether permission to share is established. List documents here; do not include passwords, access credentials or personal data.

11 What is still open, and what should the first conversation address?

Collect unanswered questions, decisions you want to explore and information that remains to be checked. State the next discussion or clarification you would find useful.

NEXT STEP

Use the relevant answers as the basis of your inquiry:

<https://www.axistra.net/contact/>

Related services:

PLC controls

SCADA / DCS / BMS

Drives & electrical