

Project Requirements Questionnaire

I. OBJECTIVES

II. SITE AND BUILDINGS

III. FINANCIAL ASSUMPTIONS

IV. PRODUCTION, MARKET, AND DISTRIBUTION

V. RAW MATERIALS AND INDUSTRIAL SERVICES

VI. LABOR

VII. UTILITIES

I. OBJECTIVES

1. What kind of facility is to be located or relocated (offices, plant, research center, warehouse, etc.)?
2. What candidate countries and regions are being considered for the facility?
3. How does the facility fit in with your strategic business development plans?
4. What are your current thoughts about:
 - a. Proximity to, and links with, existing facilities of the group?
 - b. Need for financial incentives?
 - c. Proximity to competitors?
 - d. Type of investment?
 - Build
 - Purchase
 - Lease
 - Leaseback
 - Lease purchase
 - Advanced factory
 - e. Advisability of joint ventures?

II. SITE AND BUILDINGS

1. Area and shape
 - a. Minimum required area in acres or hectares

b. Preferred shape of site

- Rectangular
- Square

c. Special soil-bearing requirements

2. Special requirements

a. Need for prestigious location

b. Proximity to highway or town

c. Proximity to airport

d. Other requirements

3. Transport facilities required

a. Water transport yes no

b. Railroad siding yes no

c. Parking for cars and trucks

4. Total covered area (in square feet or square meters)

a. Initially

b. Ultimately

II. FINANCIAL ASSUMPTIONS

1. Projected cost of site and buildings

2. Estimated cost of equipment and tooling

3. Raw material and finished parts inventory

4. Other working capital requirements: cash, accounts receivable, work in process

5. What is presently contemplated for financing?

6. Value of projected annual sales initially and ultimately

7. Projected operating income before taxes

IV. PRODUCTS, MARKET, AND DISTRIBUTION

1. List of products of the new plant

2. Geographic market area to be served by the new plant

3. How the products are moved to market

a. Direct sales

b. Distributors

4. Annual volume of products (weight and value)

5. What is the proposed distribution pattern by region and cities?

a. Truck

b. Rail

c. Air

6. Information about transport

Description of the freight:

a. Drums

b. Cartons

c. Wood cases

- d. Bulk
 - e. Palletized units
 - f. Bags
- Average weight, size, and value of one package unit.
- Special problems of loading and unloading.

V. RAW MATERIALS AND INDUSTRIAL SERVICES

1. What major raw material does the plant need to produce the projected volume of products?
2. Major present and potential sources of supply of principal raw materials
3. Volumes of raw materials
4. How are the raw materials transported?
 - a. Truck
 - b. Rail
 - c. Waterway
 - d. Air
 - e. Tonnage or volume per shipment
 - f. Special transport aspects
5. Requirements for small foundries, machine shops, and other local services

VI. LABOR

1. How many employees and what types of skills are required for:
 - a. Management
 - b. Office
 - c. Research
 - d. Others
2. Enumerate the labor requirements of the new plant initially and ultimately, including number and types of skills required
3. Are there any known plans for use of foreign employees? How many, by job?
4. Are there any special personnel problems that you anticipate as a result of previous experience?
5. Management's attitude toward union and non-union workers
6. What shift work is contemplated?

VII. UTILITIES (INITIALLY AND ULTIMATELY)

1. Electric power needed for the plant
 - a. Total installed power (KW or KVA)
 - b. Estimated monthly consumption (KWh) and seasonal characteristics
 - c. Daily period of consumption/peak loads
 - d. What are the normal variations in your power consumption?
 - e. What are the normal variations in your power consumption pattern?

2. Water needed for the new facility

- a. Volume of sanitary water, per day, and hourly peak loads
 - b. Process water
 - Processes requiring water
 - Foreseeable monthly consumption
 - Can a portion of water be recycled? What percentage of total process water?
 - Time, duration, and characteristics at peak times
 - Special quality requirements (temperature, hardness, iron, etc.; sanitary water, canal water, or river)
 - c. Cooling water can be recycled
 - Hourly and daily consumption and eventually peak loads
 - Can a portion of the cooling water be recycled? What percentage of the total cooling water?
 - Special requirements (special inhibitors, etc.)
3. Waste disposal
- a. Sanitary wastewater
 - Daily volume
 - Time, duration, and characteristics of peak loads
 - Does the company normally treat the sanitary wastewaters?

b. Process wastewater

- Daily volume
- Time, duration, and characteristics of peak loads pH and temperature
- Chemical analysis of waste stream(s) before and/or after own treatment
- BOD-COD toxic elements, heavy metals, etc.

Does the firm normally treat one or more waste streams?

According to the company's experience, can the waste stream(s) be treated by a normal municipal treatment plant? What would be an ideal size and what process would be applied?

- c. Cooling
 - Daily, monthly volumes
 - Peak loads
 - Outlet temperature
 - Concentration of additives
 - d. What other pollutants would the plant produce?
4. Heat requirements in BTU or Kcal per hour
- a. Process use
 - b. Area heat
 - c. What types of process heat require specific fuels (natural gas, propane, fuel oil, etc.)?
 - d. Do you plan to install standby boilers using alternative types of fuels?