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**2000 – 2001
National Officers**

President
Kyle Shackelford

VP of Education
Dick Carlson

VP of Services
Bob Williams

Secretary
Sue Fair

Treasurer
Curt Jagger

CM Chair
John Corcoran

DM Chair
Cynthia Hauer

Board of Governors
Hugh Ayres
Dorothy J. DeReu
Paul Olszewski
Sam Packer
RAM White

Announcement of 2001-2002 ACDM Officers

By Sam Packer

The voting process for the 2001-2002 ACDM year is complete. As everyone knows, most offices had one person running unopposed, and 1 office had no one on the ballot.

Thanks to the volunteers. We have filled a slate of active and energetic Officers. Ram White and Kyle Shackelford will be appointing BOG's for the offices left open for the next year.

Your slate for next year is:

President - Ram White
VP Education – Dick Carlson
VP Services – Steve Konieczka
Secretary - Sue Fair
Treasurer - Curt Jagger
CM Chairperson - John Corcoran
DM Chairperson - Cynthia Hauer

In June, the newly elected officers, and the previous Board, will be meeting in Stratford, Connecticut for the turnover and establishment of their plans for the next Year. If you have any suggestions, please send them a letter, e-mail, or give them a call!

2000 – 2001 National Officers

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acdm journal

Editor: Mary Shack

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Publisher: Bob Williams

Recognition Makes a World of Difference

By Cynthia Hauer

In January, I had a unique opportunity to attend an in-house conference of about 75 configuration and data management professionals who support a very large aerospace corporation. The three-day agenda was centered totally on CDM status, issues, and projects and associated contracts issues – affording the participants great insight into what their company is doing, how its planning for CM and DM, and allowing them to share and learn from each other at the same time. This group meets quarterly, and has impressive corporate support. One of the evenings during the event, an annual awards dinner was sponsored to recognize value-added CM and DM contributions – tools, applications, processes, and performance that enhanced this corporation’s bottom line and customer satisfaction. As I watched eight proud people be introduced by, to, and in front of 12-15 of their corporate management and their colleagues, I thought about how this kind of support and recognition could enhance all of the companies our ACDM membership supports. Their peers congratulated them, their spouses were present to enjoy the evening and applaud them, their bosses wrote very nice, complimentary reviews of their performance and work – and the results were a joy to behold. They walked away with very nice mahogany, granite, and crystal awards – after hearing a glowing account of their work and efforts. And while the awards were handsome, it was obvious that what really counted for them was the recognition. One thing you could see very plainly on their faces, besides obvious pride, was a renewal of their commitment and appreciation to their organizations and their jobs. I wished that I could bottle that for you, and send you some of it ... to encourage you, reward you, incentivize you by recognizing your efforts personally. I can’t do that, and we can’t all have such a tremendous support in our organizations. But here is what we can do, for ourselves and for each other: we can begin to recognize and support each other – inside our organizations, across trading partner lines, recognize and applaud peers that we respect for their talent and achievements. If ACDM could become, for all of us, what this conference has become for these CDM professionals, both ACDM and our membership would be better for it – and the strength that we represent, together, could become for us what these employees have. ACDM is here for you – support your peers, congratulate your fellows, and contribute to the great benefit that networking, sharing, and appreciating other practitioners provides to you. Take a moment to give your attention and praise to someone like you who is working hard to make a difference in our disciplines; the recognition that you give to others is the recognition that comes back to you.

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- Email
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Are you really ready for PDM?

By Connie Pitcher

So, you think your company can benefit from buying a Product Data Management tool. You set out to research what software tools are available on the market today. You develop your “want” list of all the functionality you think a PDM tool should have. Are you really ready for PDM? Probably not...

Before embarking on the search for a PDM tool you need to take a very in depth look at your company’s processes and data.

You may think you know your processes but you don’t. This is proven over and over again in PDM implementations. Taking a paper-based process and automating it is a very complex task. You will need to know or make decisions about things you never thought about before.

Let’s look at the most common task to be implemented in a PDM system, document management and vaulting. Sounds simple enough, put all your documents, drawings and data in a single tool and allow users to access this data on-line from their desktops. Can you answer these questions about your current document management system?

Who can access what document?

Can you clearly document who is accessing any given document at any point in the document’s lifecycle?

What is the document’s lifecycle?

Do all documents have the same lifecycle?

Who should have read-only access or who can have read-write access?

These are some of the questions that often go unanswered until it is actually time to implement a PDM tool. These are some of the issues that can take the longest to define and can often cause disagreements among team members. This directly relates to costing you time and money during the implementation, do it now, not later.

Although your business processes may be documented in a procedure they are often subject to interpretation by each process participant. In addition, procedures are often written at a high level, leaving the details to the person performing a task. These detail tasks are often unknown to others and are overlooked when automating your processes in a PDM tool.

For the most part, PDM tools “lock down” the business process so it is repeatable. You may find through your in depth investigation that the current process is not always followed for this reason or that reason. There are always exceptions to the rules, that’s how business works.

It is these exceptions that you need to know, it is the individual hidden details that only one person may know, it is the access rights, lifecycles and business processes that must be deeply understood BEFORE you should think about automating your processing in PDM.

Continued on page 7



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Are you really ready for PDM?

By Connie Pitcher

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Data Migration is another area that is often not well understood prior to embarking down the PDM path.

Do you know where all your data is?

Do you know how to get the data out of its current location (so it can be put in the PDM system)?

If you do not know how to access ALL of the data that will be going into the PDM system how do you expect the PDM company to know?

Make sure you have team members that can extract data from existing system. Your team should know this best, the PDM consultant does not know your system, you are best to lead this effort. The PDM company then uses your extraction to import into the PDM tool.

You will need to document all systems that currently have data in them that you want to put in the PDM system. You will need to document the quantity of records, what is the type of data (files, attributes), how is the data related to each other (such as a Bill of Material).

Give thought to how you want the data in the PDM system to relate. An example may be an electronic component system that currently houses all parts used in laying out printed circuit boards, but you also have a separate system used by purchasing to determine who is a qualified manufacturer of such parts (AVL, AML). In the new PDM system it would only make sense to relate this data...give thought to how the data should be related and what information in each of the current, but disparate, systems links the data now. Example: both current systems may share a common part number. Therefore, during the data migration process the electronic components may be loaded into the PDM system first, then the manufacturer's list will be loaded second, using the part number as the basis for matching information.

Knowing this information will save you time and money in your PDM evaluation process as well as the actual implementation process.

Having documented business processes (known in depth) and having a strong understanding of your legacy data migration needs is helpful in obtaining consulting services quotes and software quotes.

The better prepared and knowledgeable you are about your own environment the smoother the implementation will be. It is never too early to start the process of fully understanding your processes and your data.

This article is a first in a series dedicated to the Product Data Management evaluation and implementation process.

Connie Pitcher is former ACDM Board Member, CMII certified, has over 15 years experience in document & data management, change management, project management, and has implemented several PDM systems from both the customer side and the vendor side. Connie is currently a Senior Implementation Management Consultant with MatrixOne, Inc.

Comments and questions are welcome, contact Connie at connie.pitcher@matrixone.com.



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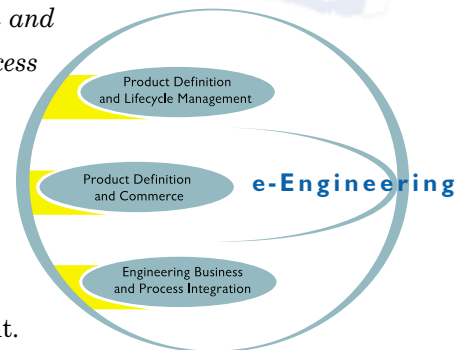
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