



# Engagement Process Fact Sheet

## AutoMap Analysis

This fact sheet describes the process for engaging our services

### **PART A: Scoping Report & Services Quotation**

#### **[1] Scoping Report**

Before we can undertake to process your data we need to assess its suitability for automated processing. All new orders require a scoping report to be undertaken before we are able to provide a *Quotation* for the requested services.

Please see the attached scoping report fact sheet for details on what a scoping report is and what it covers. To request a scoping report please send us the following (see the Contact Details Fact Sheet for the address)

- A completed *Services Order and Video Information Form*
- A signed *NICTA Mutual Confidentiality Disclosure Agreement (CDA)*
- A representative sample of the video data to be processed (between 4-8GB on 1-2 DVD Disks is sufficient)

The templates are available in our product information pack or alternatively discuss your processing project needs with us directly via email. [Lars.Petersson@nicta.com.au](mailto:Lars.Petersson@nicta.com.au) or telephone (02) 6267-6227

#### **[2] Scoping Report Invoice & Payment**

Upon receipt of your materials, we will contact you to confirm your project requirements, return the countersigned CDA to you and provide you with an invoice for the scoping report. Upon receipt of payment we contact you to notify you of the expected delivery date of the scoping report.

#### **[3] Scoping Report & Video Data Suitability Determination**

Our engineers will spend up to 5 person days analysing your sample data to determine if it is *Suitable* or *Not Suitable* for processing by the service or can be repaired to make it *Suitable*. At the end of the assessment we will contact you to deliver the scoping report and discuss the outcomes.

Whilst each customer's data is unique, our experience is that most customer's data is suitable or can be repaired to a form suitable for processing. Please see the *Scoping Report Fact Sheet & Sample Scoping Report* for further information on Scoping Reports

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## **PART B: Service Delivery**

### **[4] Services Quotation**

For suitable data, we will use the information provided in the *Services Order & Video Information Form* and the *Scoping Report* results to prepare a *Quotation*. In the process we will contact you to confirm your requirements and discuss the *Quotation*.

### **[5] Services Contract, Invoicing & Payment**

The nature and scope of the work proposed in the *Quotation* will be formalised in a services contract and delivered along with an invoice to you. Upon receipt of the returned contract and payment we will begin processing.

### **[6] Delivery of Input Video Data**

We request that you provide the input video data to be processed to us on removable hard drive preferably with a high speed interface. Delivery by insured courier is requested. Your data storage devices will be returned to you once video processing has commenced.

### **[7] Video Data Processing**

We will process the video in accordance with the services contract. We will provide you with regular updates on progress.

### **[8] Delivery of Analysis Results**

At the end of processing or inline with the agreed delivery schedule, analysis results will be posted to our secure data portal from which they can be downloaded. We will notify you of their availability.

### **[9] Follow on Services and Additional requests**

Additional service requests which use data captured on identical equipment do not require another scoping report. Only Part B of this Engagement Process need be repeated for follow on services and additional processing requests.

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