

Starting a Project Right: *“Well Begun is Half Done”*

There’s an old adage, “well begun is half done.” That’s a governing idea at Surdex, that a critical element of success is to clearly establish all project parameters prior to commencement.

After you have selected Surdex for your mapping project, there are a couple of key steps we must take before we begin your project. Following these processes is very important to ensure your products meet all your specifications and schedule, assuring you that Surdex will deliver products “first time right, on time.”

Contract Negotiation

During this process, we must determine whether you would like to include any options you may have included in your RFP or add any other products. If you have an orthoimagery project, for example, you may decide to add planimetric mapping as well. You may also incorporate buy-ups (higher resolution areas) or add-ons (additional area of acquisition), especially if you are collaborating with neighboring entities. Once the contract has been adjusted to include all modifications and options, additional products, buy-ups and add-ons, the contract is signed.

Preparing for Kick-off Meeting

Following signing, the next step is to have a kick-off meeting to go over the scope of work, specifications and schedule; this step ensures all parties involved understand and agree upon all aspects of the project before acquisition commences. At the meeting, we will review and confirm the following:

- Project boundary shapefile - make sure it includes the proper buffer (if applicable)
- Image resolution/point density
- Acquisition specifications
- Acquisition and delivery schedule
- Flight plan
- Presence of existing ground control and/or survey plan
- Accuracy standards
- Data dictionary for planimetric and/or topographic features (if applicable)
- List of deliverables
- Project status reporting procedures (for acquisition and production phases)
- Primary contact person(s) and contact info for both parties

While most of the above information will already have been established, a final confirmation helps avoid problems down the line. Once the meeting is concluded, both parties can be assured that the specifications and schedule have been solidified and the project is off to a successful start.



Contact US



info@surdex.com

(636) 368-4400

www.surdex.com