Checklist for SNF customers hiring a consultant

SNF staff and consultants assembled this list of best practices for performing fee-for-service work at SNF. This checklist is provided as a tool for guiding discussions between consultants and customers.

1. Project Planning/ Project Management – Customer/ hiring organizations responsibility
   a. Scope out the project and define deliverables
   b. Is the project new to the customer/ hiring organization?
   c. What level of expertise and guidance the customer can provide to the consultant?
   d. Can this project be done with the equipment set available at SNF?
   e. Define the process flow
   f. Identify areas for process development
   g. Differentiate between proprietary and non-proprietary items
   h. Understand agreement forms Links below for “For Profit” and “Non-Profit” Organizations) and financial responsibilities (including overhead charges); ask for clarifications in case of doubts
      i. Agreement form for "For Profit" organizations
      ii. Agreement Form for "Not-For-Profit" Organizations
   i. Note that the customer/ hiring organization is responsible for the following –
      i. Monthly charges incurred by the consultants at SNF are to be paid to SNF directly
      ii. The consultant fees to be paid to the consultant independently
   j. Monitor progress and expenses
   k. Note that badger reports for incurred charges are updated daily and all members have access to theirs
   l. Discuss and understand responsibilities, cost-estimate and liability

2. Choose a consultant based on the expertise match (consultant background) with project requirements
   a. Note that consultants are not SNF employees and work independently at SNF
   b. Vet Consultants for the job you are hiring them for -
      i. Request and review resume
      ii. Discuss their area of expertise, experience level, type and complexity of project, completed for other customers, etc.
      iii. Consultant time availability versus your timeline (remember they have other projects)

3. Project evaluation with consultant
   a. Complexity of the project – New versus established, process flow, new materials, new process, etc.
   b. Is the consultant trained on the equipment set required for the project?
   c. Note that SNF is an R&D facility and not a manufacturing facility
   d. Integration challenges
   e. Is the process pushing the capability of the available equipment set?
   f. Process margin

4. Defensive processing – Discuss with consultant
   a. Defensive processing is extremely important as equipment are used for a variety of applications
   b. Equipment checks and wafers required
   c. Development efforts on short loop wafers
   d. Define success criteria / deliverables
   e. Inspections and metrology at various steps
   f. Record process data in run sheet

5. Communication, Communication
   a. Discuss timeline and cost with contractors
   b. Meet with contractors regularly to discuss progress, results and cost.
   c. Consult or discuss with SNF staff whenever needed either about process or tools
   d. Devil is in details; give all the necessary information to contractors.
   e. Establish working relationship with contractors
   f. Be flexible about changing course of the project when needed based on data.