

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.