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Top 10 Questions before designing a Digital Imaging System

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A Digital Imaging system's purpose is to assist you in using your images more effectively. It has three components which are defined by each other: Creation, Management and Use.

When designing the system you must define the parameters of each component and interweave them to create the definition for the whole system. It is best to start at the end - the ultimate use of the images and work back to the creation.

1. Why are the images being saved?

- For printing high end
- For printing in-house
- For electronic publishing
- To archive and preserve
- To provide information - Browsing

2. How will the images be used?

- Each use will be a unique variation of standard image
- Reuse image as is, but in different formats.
- Reuse image as is, no modifications.
- Use of image is restricted, only view.

3. Why are you creating a system?

- Archive to preserve valuable images by making viewing access digital.
- Work flow to provide consistent and efficient tracking.
- Distribution for a wide use by a variety of people.

4. Who will have access and how?

- My department - stand alone PC, Sneakernet
- Firmwide - LAN or Intranet
- Multi - offices - WAN, Intranet, Internet, or FedEx

5. What is your current method of managing information?

- None
- In house on PC software - FilemakerPro, Access
- Information Technology group - Oracle, SQL Server ???.

6. What are the images? May be more than one type.

- Existing slide/negative library
- Existing documents
- Objects
- Computer graphic files
- Computer presentation files - Desktop publishing, multimedia.

7. How many images do you propose?

8. What type of project schedule do you propose

- Create a special project and continue in an as needed basis.
- Select top 100 best images and add rest in incremental stages
- Start at one end and process as fast as possible.

9. How many new images do you foresee adding to the system a year?

10. What is the staff and budget availability?

- 1 staff person, part time and an additional \$10,000 for the first year, \$2,000 a year after.
- 2 staff people full time and an additional \$5,000 for the first year, \$1,000 a year after.
- 2 staff people full time and an additional \$15,000 for the first year, \$4,000 a year after.

Now you have specifications for what you want and the criteria to enable you to make value judgments. You may need to start with baby steps, but you now know your goal.

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