

Plant Upgrade Planning Request Email

From: Sarah Martinez smartinez@acmemanufacturing.com

To: Mike Chen mchen@acmemanufacturing.com

CC: Operations Leadership Team ops-leadership@acmemanufacturing.com

Date: Wednesday, July 31, 2025 - 9:15 AM

Subject: Plant 3 Upgrade Assessment - Executive Review Meeting Prep

Hi Mike,

Hope you're doing well. I wanted to reach out regarding the Plant 3 upgrade project we discussed last quarter. As you know, we've got the executive review meeting scheduled for August 28th, and I need to present a comprehensive high-level overview to the leadership team.

Corporate is pushing hard for the Q4 implementation timeline, but I want to make sure we're giving them realistic expectations and a solid foundation for decision-making. Can you help me put together the technical assessment from the controls and automation perspective?

What I Need:

Current State Analysis:

- Overview of existing PLC and SCADA infrastructure
- Known bottlenecks in our current automation systems
- Equipment that's reaching end-of-life or causing reliability issues
- Integration challenges we're facing with legacy systems

Capacity Assessment:

- Current throughput limitations from a controls standpoint
- Identified process inefficiencies that automation could address
- Areas where we're still heavily manual that could benefit from upgrades

Upgrade Opportunities:

- High-impact improvements we should prioritize
- Technology refresh recommendations (PLCs, HMIs, communication infrastructure)
- Process optimization potential through better controls integration
- Safety system enhancements that should be included

Implementation Considerations:

- Rough timeline estimates for different phases
- Critical path items that could impact our production schedule
- Resource requirements (both internal and contractor support)
- Risk factors we need to plan around

Budget Framework:

- Ballpark ranges for the controls/automation portion
- Items that are must-have vs. nice-to-have
- Potential for phased implementation to spread costs

I know this is a lot to ask, but the executives are going to want specifics, and your expertise is crucial for making sure we're presenting something realistic and comprehensive. They're particularly interested in understanding how this upgrade will impact our overall equipment effectiveness and reduce our maintenance burden.

Timeline-wise, I'd like to have your input by August 15th so I can incorporate it into the broader presentation. If you need any additional information about the business objectives or production targets we're trying to hit, just let me know.

Also, feel free to loop in anyone from your team who should be involved in this assessment. I want to make sure we're not missing any critical perspectives.

Thanks in advance for your help on this. I know you've got a lot on your plate, but this project is going to be a game-changer for our facility's competitiveness.

Let me know if you have any questions or if there's anything I can do to support your analysis.

Best regards,

Sarah Martinez

Head of Operations

Acme Manufacturing - Plant 3

Direct: (555) 234-5678

Mobile: (555) 234-5679

smartinez@acmemanufacturing.com

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