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# PrefacE

## This Template has been prepared by the Australian Food and Grocery Council (AFGC) PIF Implementation Group (PIFIG) as a resource for the food industry and other stakeholders to support the Product Information Form (PIF™) V6.0.

## Disclaimer

The Australian Food and Grocery Council (AFGC) has shared this document on the basis and understanding that users exercise their own skill, care and judgement with respect to its use.

The guidance contained or referred to in this document is intended to support industry in the preparation of a business case to implement PIF V6.0.

The AFGC provides no warranty or endorsement with regards to the materials contained within this document.

## Management of the PIF Project Plan Template

The AFGC has responsibility for maintenance of this document with the support and input of the AFGC PIFIG.

The AFGC will review and update this document from time to time so it is recommended that companies check the [AFGC website](https://www.afgc.org.au/our-expertise/legal-and-regulatory-affairs/product-information-form-v6/) regularly for updated versions.

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# CONCEPT DESCRIPTION:

The Australian Grocery and Food Council has developed an industry-based product information form (PIF) to gather compliance and specification information in a standardised format for food businesses.

The form is currently used in several arms of the business to gather raw material information and product customer facing specifications. Historically PIFs have been created using a formatted excel spreadsheet template.

The AGFC are moving from this Excel format to having the PIF form only available in an electronic form with information being transferred between suppliers and customers using an XML file.

To this end they have worked with a limited number IT solution companies to offer the PIF:

* Hamilton Grant
* Bizcaps Software
* OakBarrell Software

Within [Organisation] there are several teams that create and / or receive PIFs including:

* [List all key stakeholders that interact with the current PIF and are likely to be impacted by deployment of PIF6]

[Applicable business units] currently use [nominate what is used].

Business units use the PIF to gather the required compliance information for raw materials. The PIFs are used to build recipe and drive product formulations.

At the same time Technical support are looking for a more efficient way to create responses to questionnaires (Product, Food Safety, Quality, Environmental, Sustainability etc).

Currently Technical manually copy and paste information from a summary of answers onto the customers document to answer their questions.

It would be more efficient if we had a database where we could select the answers to reply to the customers questions and then create a document (using the correct branding) containing just these answers.

# CURRENT CHALLENGES:

[Describe the challenges of the current situation of the Business]

PIFs will be required by our customers and a manual version of the new PIF form will only be available electronically. Without this document we are unlikely to be able to sell product across ANZ.

Questionnaires come in several different varieties:

* Food Safety and Quality
* Product Information
* Environment and Sustainability

Answers to typical questions would be created and maintained by the appropriate teams.

[Business Unit] requires a solution for the automated importing of PIF version 6 data directly into [xx].

Suppliers will begin to transition to the new version of the PIF, any solution needs to accommodate data migration, provide for the existing and revised version of the form in the transition period, and in the long term enable Procurement and Product Development workflows to be integrated with existing systems.

[Number] of PIFs for finished goods have been published within the last 2 years.

Any proposed solution must attenuate the amount of manual data entry required to move data and streamline effort and process.

[Business Unit] already uses [insert what is used] for housing all Raw Material and Finished Goods parameters which sole purpose is to act as the One Source of Truth. Using a different software solution is going to further fragment information storage within the business, increase workload for Technologists and create duplication of work.

Whichever PIF solution is selected, it must allow provision for interface with our existing systems and allow for ongoing service provision, software changes and testing and training.

Within Australia there is a higher proportion of customers requiring the latest version of PIF’s as a condition of business. Key product information is already housed within the business and any other software selected as the PIF solution will again create fragmentation and duplication of work.

# BUSINESS OBJECTIVES/OUTCOMES:

The proposed PIFV6 will allow different versions of the form to be produced including Sample, Ingredient, Flavour and Retail Ready. With the long-term objective also to broaden the scope of the platform to include a Facility Information Form (FIF) and a Packaging version (PASS).

[Business] is looking for a System / Database that can be used to create:

* several different document types
* on several different templates
* using a selection for the type of document (PIF, Questionnaire, etc).

System is to be easy to maintain standard information whether it relates to all documents (e.g. template) or statements based on product types, product groups or individual materials.

Looking for a stand-alone system that can communicate with other business systems for creating the similar documents.

A system that can extend to other documents in the future.

Any solution needs to interface efficiently with our existing software, (our current product development database) to optimise our current processes:

* Provide capability to receive raw material data in PIF format.
* Have provision to extract finished products into the multiple versions of the revised PIFV6.

# INDICATIVE SOLUTIONS:

[Describe the solutions available to the Business]

AFGC PIF V6.0 solution is available on:

* Hamilton Grant
* Bizcaps Software
* OakBarrell Software & ComActivity

[Business Units] currently use [xx] system to create:

# ORGANISATIONAL CHANGE CONSIDERATIONS:

[Describe the aspects of change the Business will need to consider]

# PROJECT SCOPE STATEMENT:

|  |  |  |
| --- | --- | --- |
| **Scope** | **Included** | **Excluded** |
| Business units / entities |  |  |
| Geographic location |  |  |
| Business processes |  |  |
| People / roles |  |  |
| Solutions / systems |  |  |
| Products |  |  |

# PROJECT APPROACH, COST, FUNDING AND BENEFITS:

APPROACH

[Describe the business approach to the project]

The approach is for one business representative from each business unit working with an IT Solutions Architect and IT BA to review the options and determine the best fit for [Business Unit] based on documented Business Requirements.

Estimated Project Cost

[Describe the costs of the project]

Project Benefits

[Describe the projected benefits and the estimated value of each benefit]

Compliance requirement when selling product to customers in Australia and New Zealand.

PROJECT VALUE / RISK PROFILE:

[Describe the value and potential risk]

PROJECT DEVELOPMENT REQUIREMENTS:

[Describe the business requirements]

PROJECT TIMELINE:

[Develop a timeline]

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A close up of a sign

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PROJECT SPONSOR & DELEGATES:

[Names & Positions]