



Chapter I · Uniform Project Planning

Uniform Project Checklist



What are the goals you need to achieve with the new Uniform?

Prior to commencing a new **Uniform Project**, it is important to evaluate your objectives. What do you expect the new **Uniforms** will bring to your business?

Here are a few examples of goals that a Uniform Project can have:

- Give the brand additional value and amplify its awareness?
- Reduce costs with apparel?
- Increase the comfort of the staff?
- Enhance worker productivity and make regular activities simpler for them to complete?
- Improve employee safety?
- Find fresh approaches to help your business achieve its sustainability objective?



Who will be wearing the Uniforms and what activities do they perform?

The most important part of the **Uniform Design** is the person who is going to wear it. Thinking of the end-user first is key to ensure the **Uniform** will bring high levels of employee satisfaction and be designed for what it is intended to do – which will improve the durability of each garment.

You need to understand their profile: ages, gender, body types, culture etc. This will be the first step to guarantee that you have the proper **Uniform** sizes and all the garments your employee needs.



Where will employees be working?

Indoors? Outdoors? In what countries? This will have a significant impact in the designs and the materials selected to ensure maximum comfort.

Understanding the environment where the garments will be worn is essential to create a **Uniform** that is totally functional. You need to understand how the **Uniform** fits in the workplace.

[Weather conditions](#), occupational hazards and ergonomic difficulties must all be considered in your **Uniform Design**.



How many employees and what is the anticipated entitlement per workgroup?

Define what items are “must wear” and which are “optional,” as well as how many pieces of clothes each workgroup will have.

A very small workgroup may need to share certain **Uniform** items with other workgroups so that minimum order quantities can be met during production without leaving surplus stock. The differentiation between workgroups can then be made through lower cost details such as ties, hats, etc.



How often will each garment be worn and renewed? Who is going to pay for it?

After defining the entitlement, it is necessary to decide more operational questions:

- How will the cost of **Uniforms** be covered: by the company or by the employee?
- Will each employee receive an annual quota or how often?
- What will be the procedure for replacing lost, damaged or misfit **Uniforms**?

As a rule of thumb, [SKYPRO](#) designs for durability. But the choice of materials may be different if designing trousers that will be worn daily for 5 years or a pair that is worn only in winter and will be renewed once a year.



What have been past **complaints** or reasons for the **return** of current **Uniforms**?

Ask your team what they like to wear. Find out what they think of your current **Uniform** and what they don't like about it.

Are there features you know your employees would hate? Do you need to avoid details like buttons for fear of them getting caught in machinery for example? Do they complain about allergies? Feet hurting?

Knowing these details upfront will help the design and product teams to ensure the new designs and materials address these issues, especially if you are changing **Uniforms** due to past complaints.

Besides, employees appreciate knowing that their opinions have been taken into account.



What must the **Uniform** reflect in terms of **brand identity** and values?

For customers, the Uniform is frequently the face of a brand. Knowing the brand's values and identity is critical for delivering Uniforms that live up to them. Also, customers are more likely to remember your company if your Uniform is refined and easily recognizable. A good Uniform can make your business memorable.

So, make sure to answer at least the following questions:

- What are your brand identity and values?
- How would you describe your customer/persona?
- How would he/she like to see you?
- What characteristics should the Uniform have to reflect it?



What is the optimum **cost-benefit** for your project?

The first error in a **Uniform Project** is making a buying selection based solely on price rather than value. Serious repercussions will follow from this and [this kind of mistake can kill your Uniform Project](#).

To begin with, you must consider that companies buy **Uniforms** in bulk and that this particular transaction is meant to be one-of-a-kind for a very long time. The project in question typically lasts for at least 10 years, thus every decision has long-term effects. [Because they are not updated every month or every season, Uniforms are the antithesis of fast fashion.](#)

Additionally, when creating a new **Uniform**, [legal and health concerns must be taken into account](#). Every industry has its own distinct rules about attire that, if disregarded, could result in a Human Resources crisis or [even legal disaster](#).

Therefore, you should never compromise on quality or even safety in favor of money. That should be a project premise because it will influence the design and supplier selection.



When do you need your Uniforms ready?

If you have a specified delivery date for your **Uniforms**, make sure to discuss it during your initial meeting with the possible provider. What you can achieve will surely be limited by your timeframe.

Uniform production must account for the various manufacturing lead times at each stage of the Supply Chain, as well as all of the procedures involved from design to delivery. That will not happen overnight.

Make sure to plan your **Uniforms** ahead of time. Save yourself a lot of unnecessary tension.



What is the budget for your Uniform Program?

Finally, it is wise to let your supplier know what your maximum spending limit is.

Several clients prefer to withhold their budget in the beginning, in the hope the supplier can come below what they intend to spend. This is always an option; however, a budget will determine how much detail goes into a design and the type of cut and materials selected and budgeted.

For example, a custom pattern will bring a higher material cost than a standard solid color, and the designer will take the budget into account when making these choices.

And also keep in mind that a competent **Uniform Supplier** will always provide you with proper ways to keep your apparel costs under control.