The Asset Czar's Toolkit

Presented By: Justin Husted

Asset World 2019

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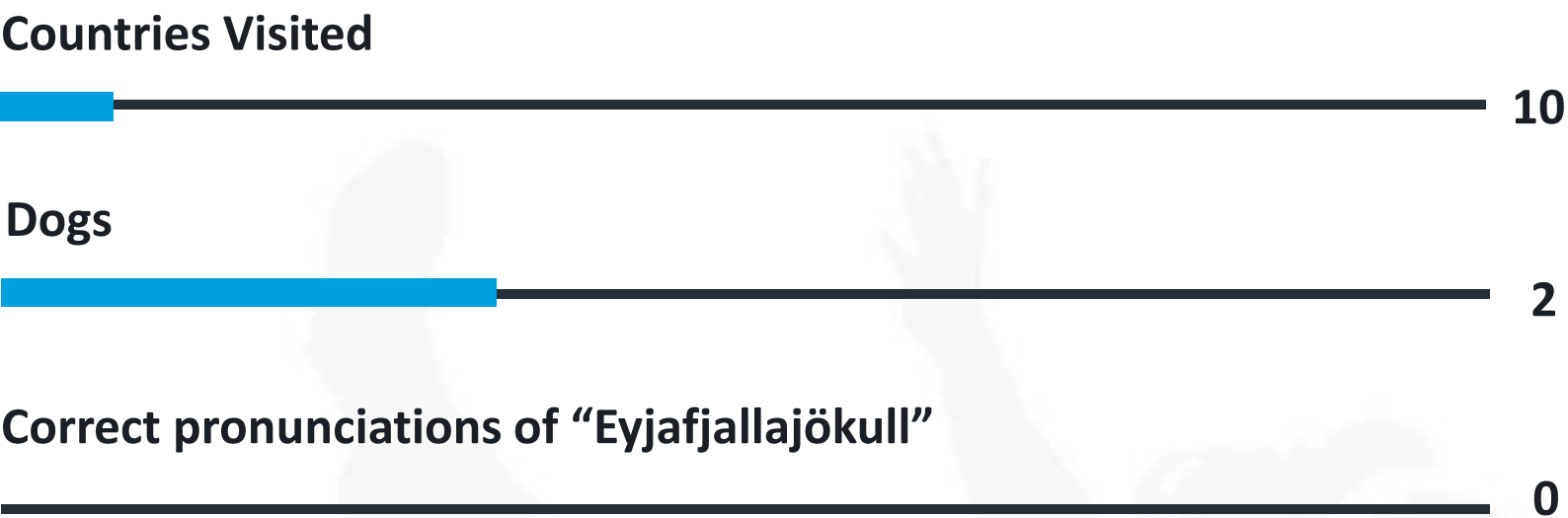
Professional Services – Project Manager

ℹ About Justin Husted

Focus: O&M, CPPM, AiM IQ

Background: Business Intelligence, Healthcare, Education

Hobbies: Snowboarding, Long distance cycling, Board Games

Countries Visited
10

Dogs
2

Correct pronunciations of "Eyjafjallajökull"
0

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Agenda

- Overview
  - Definitions
  - Process
  - Tools
  - Asset Management in AiM
  - Go Asset Management
  - AssetSync

- Leveraging the Tools
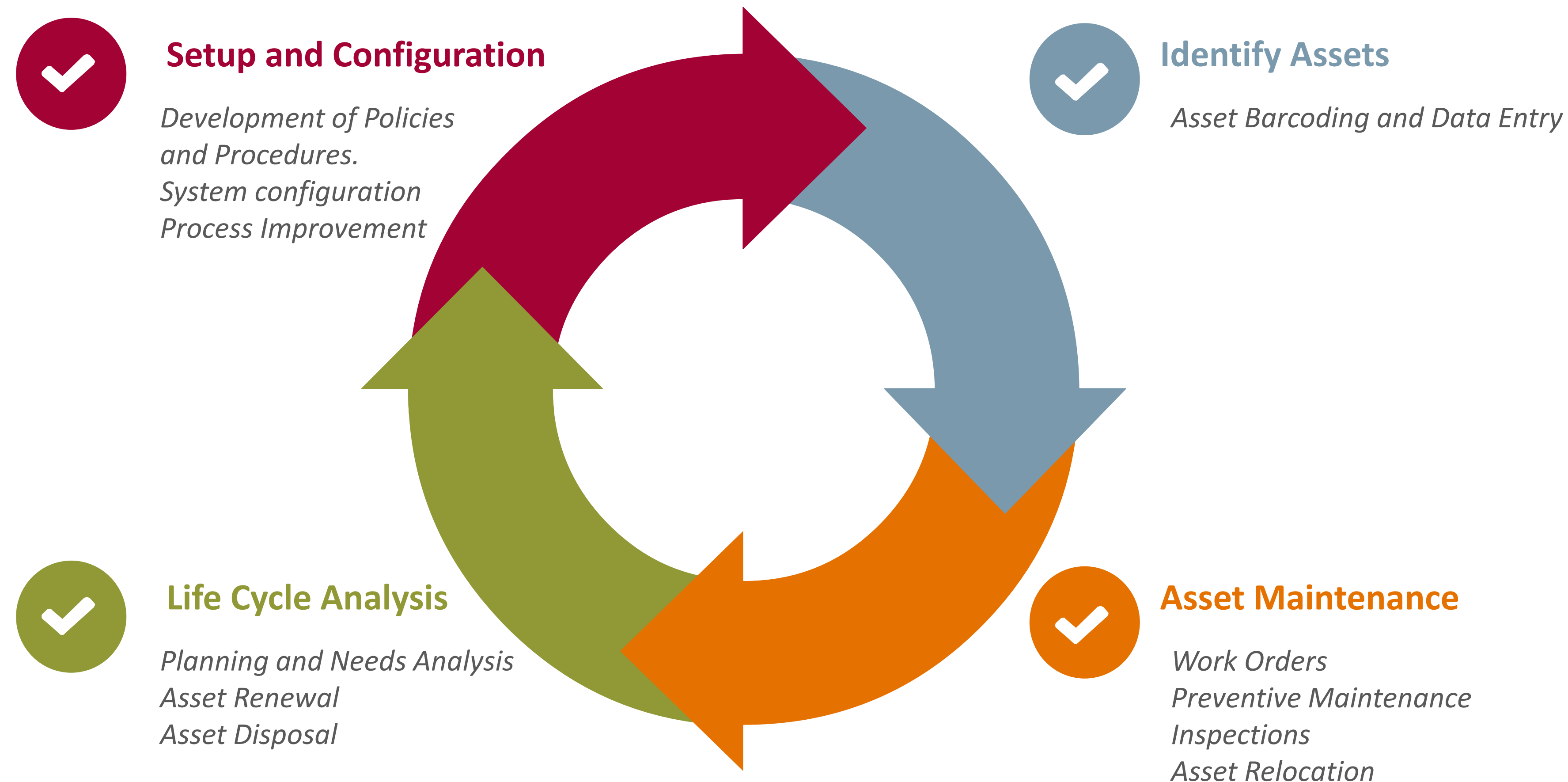 - Building a Better Process
  - Return on Investment

Overview

Definitions

AiM Title	Definition	Examples
Asset	An item of value that is owned by the institution. Assets in AiM are typically physical assets that are required to be tracked for financial purposes (e.g. all assets >$1000) and/or require routine preventive maintenance. In AiM, Assets can be components of other assets.	• Building • HVAC System • Cooling Subsystem • Air Handling Unit • Fan Wall
Asset Czar	The individual who is tasked with ensuring that asset information is complete, correct and up to date (i.e. asset data integrity). This person likely is involved in developing the policies (e.g. what is considered an asset, how is it classified and grouped) and procedures (e.g. what is the process for recording a new asset) for asset management or has deep knowledge of these policies and procedures. This person may also be in charge of developing and modifying PM templates and running the PM generator.	• Asset Manager • Preventive Maintenance Coordinator
AiM	Intelligence within Asset Management. The desktop version of the IWMS solution provided by AssetWorks. In addition to being the desktop front-end, AiM is also where all of the configurations (types, groups, statuses) are setup and maintained.	
Go Asset Management	One of the six mobile applications provided by AssetWorks, Go Asset Management allows for the display, recording and modification of asset data. Inspections, asset relocations and meter readings are also available within the app.	
AssetSync	A front-end solution for bulk export and import of asset data. Assetsync includes validation and review features that assist in maintaining data integrity.	

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The Asset Management Process

A High Level Overview

Setup and Configuration

Development of Policies and Procedures.
System configuration
Process Improvement

Identify Assets

Asset Barcoding and Data Entry

Life Cycle Analysis

Planning and Needs Analysis
Asset Renewal
Asset Disposal

Asset Maintenance

Work Orders
Preventive Maintenance
Inspections
Asset Relocation

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Asset Collection Tools

Go Asset Management

Creation of New Assets out in the field

Advantages: One step barcoding and data collection process. Easy to add images.

Disadvantages: Difficult to capture complex info, upload documents
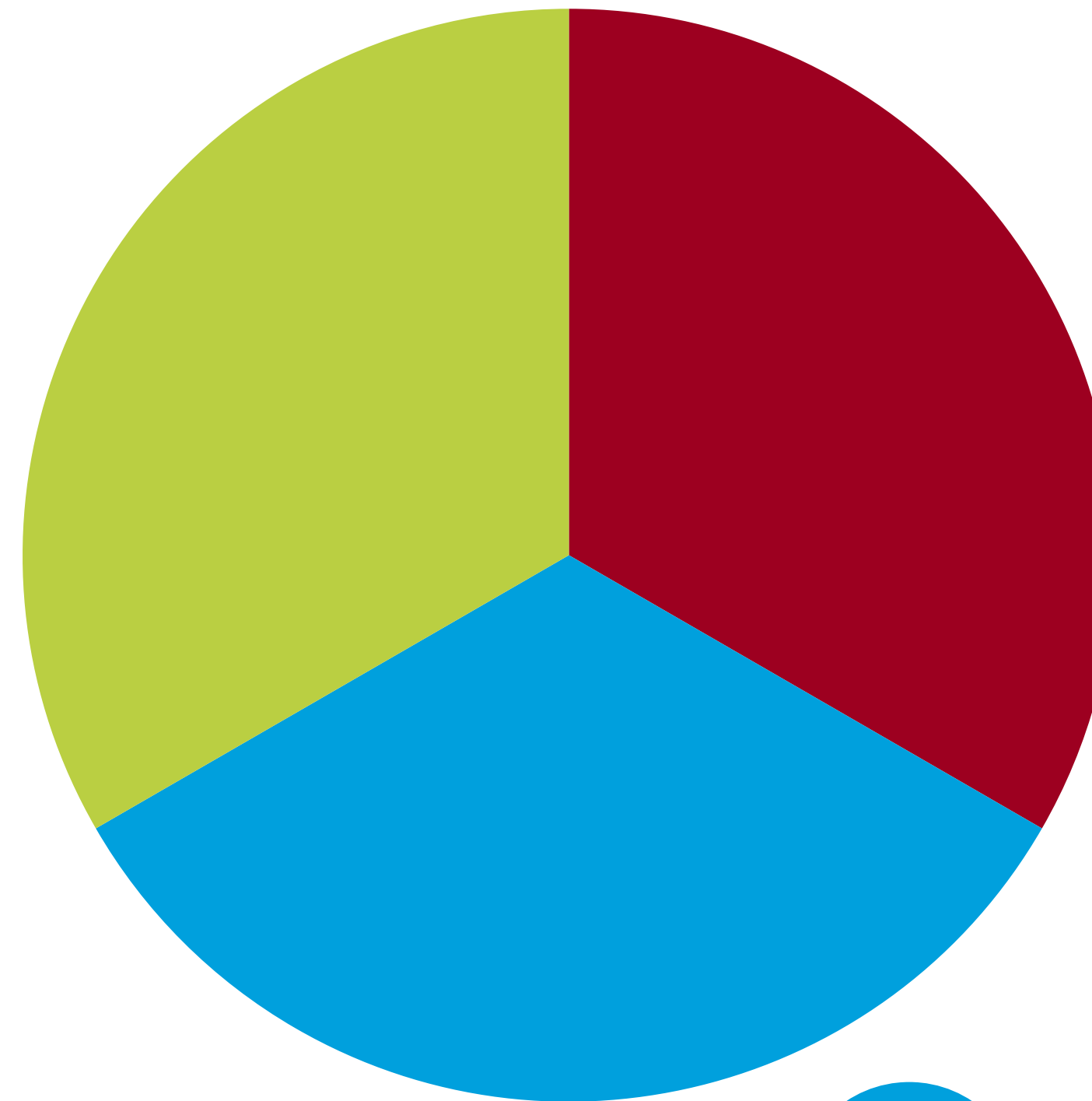
AiM

Hand-keying of Assets from a desktop computer.
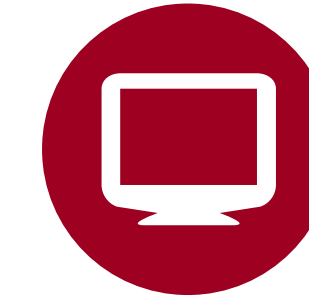
Advantages: Easier to collect complex, custom data. Easiest way to upload documentation (manuals, warranties, etc).

Disadvatages: Time consuming, one-by-one manual entry. Asset barcoding becomes a separate process. More challenging to add images.

AssetSync
Bulk Import of Assets

Advantages: Quickest way to add/change many assets (including PM templates!). Loading and validation processes do not require an IT resource (no coding languages required).

Disadvantages: Asset barcoding, photos and documents become separate processes.

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Toolkit Overview

AiM - Asset Screen

More detailed asset information is viewable here:

- Condition Assessment Data
- Financial Data
- Asset Classification (e.g. UNIFORMAT II)
- Warranties
- Asset History/Audit Trail
- Related Documents (e.g. manuals)
- Related Work Orders (Viewfinder)

Go Asset Management

Assets
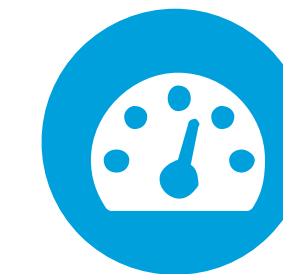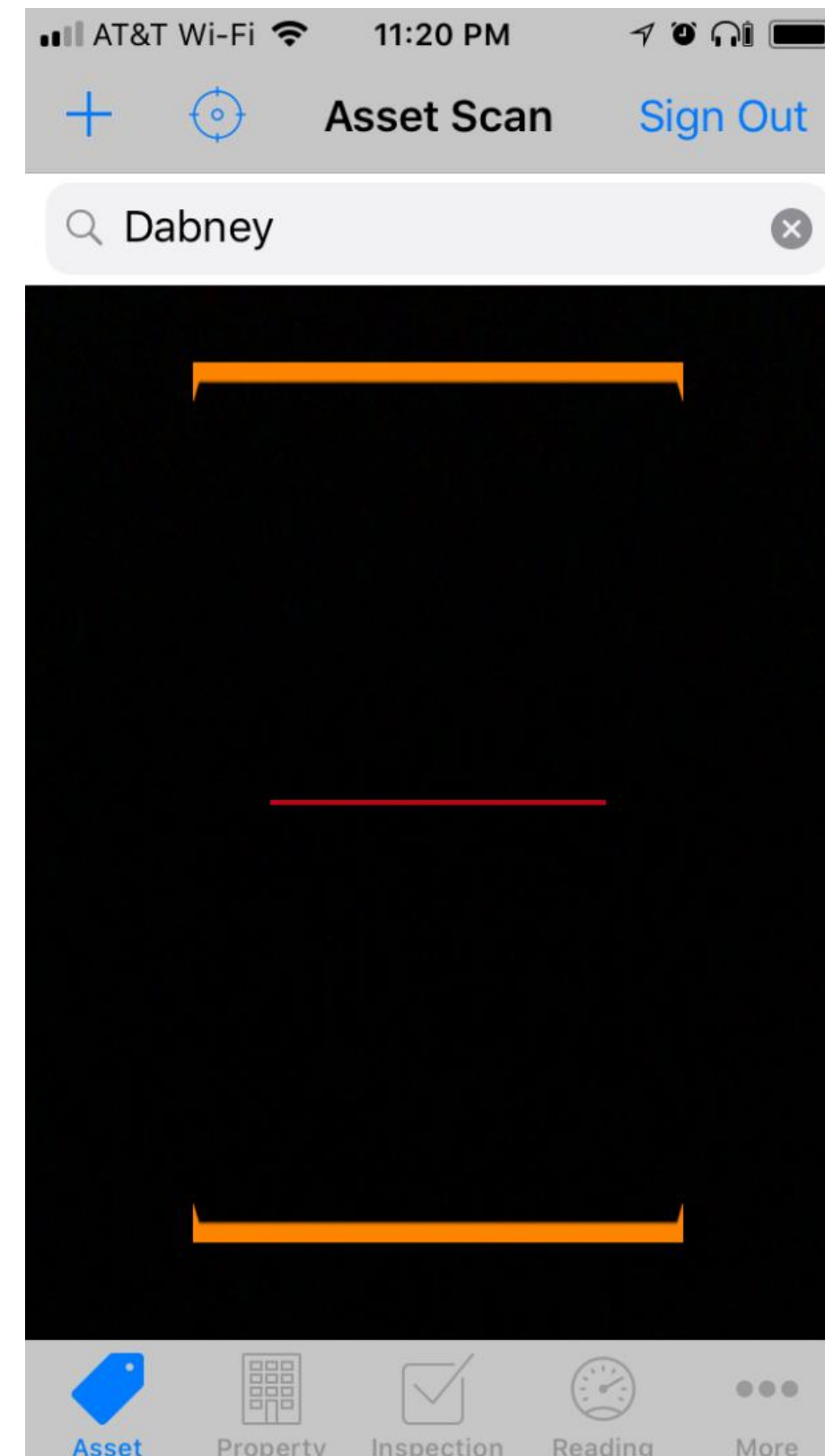*Review Existing Assets or Create/Modify assets out in the field*

Property
Review all assets by property. Ensure that asset information is complete. Verify assets or even relocate assets from one room to another by simply scanning a barcode.

Inspections
Process inspections or create new ones right from the app!

Meter Readings
Enter single meter readings or walk from meter to meter along a route.

More!
Barcode scanning, Offline capability, Geolocation and more!

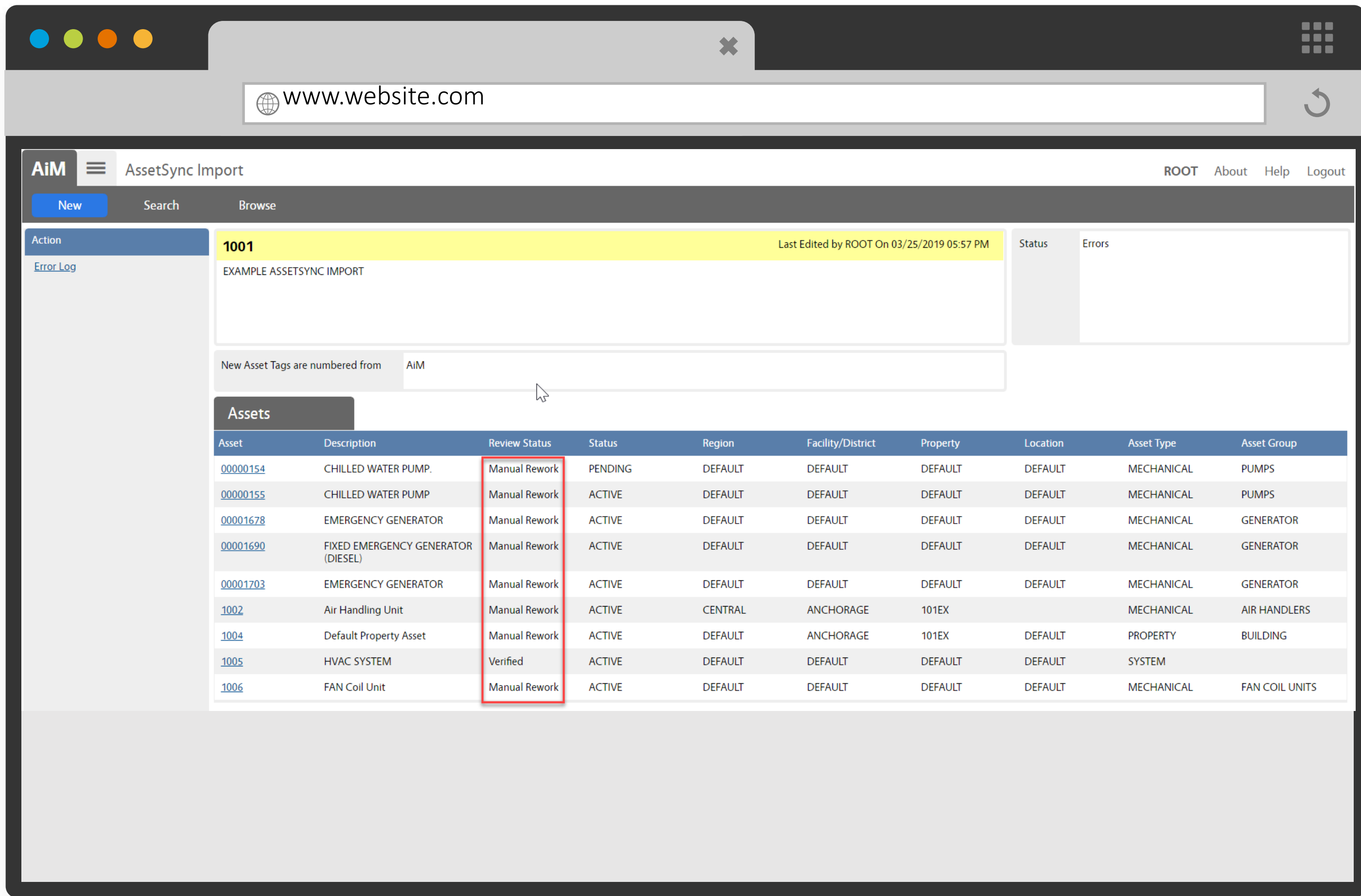Asset World 2019

AiM – AssetSync

Load Sheet Example

Modify existing asset information by exporting AssetSync data to MS Excel. Then import the spreadsheet, changes will take effect after review/validation.

Note there are a number of tabs at the bottom used for changing other asset information.

AiM – AssetSync

Asset Validation Overview – After Import

Note: Project Team members can also be assigned a delegate when they're going to be out for an extended period of time.

To do this, go to System Administration > Click Delegate Assignment.

AiM – AssetSync

Asset Validation – Asset Rework Screen After Import

Note: Project Team members can also be assigned a delegate when they're going to be out for an extended period of time.

To do this, go to System Administration > Click Delegate Assignment.

Additional Information

Tangible Benefits

Assessment and Needs Analysis
Reduce manual effort of Asset Data Entry

The results of an assessment are typically significant in the volume
of asset data. If the data must be manually entered and
maintained, it can be quite costly above and beyond the cost of
the assessment contract. Utilizing the AiMPort function with the
AiM ANA module allow for bulk processing of data.
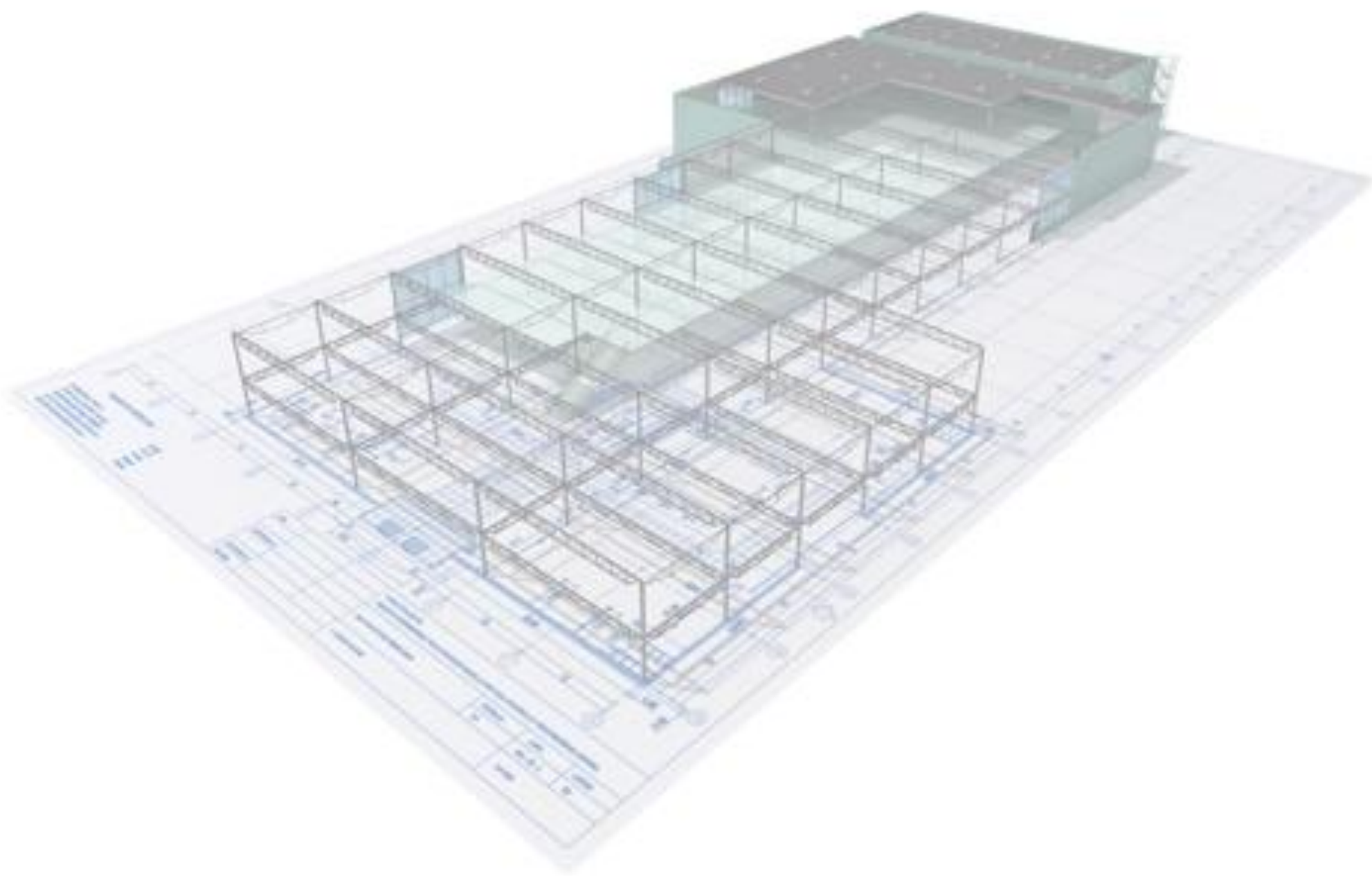
Automated Asset Data Entry	
Estimated Number of Assets per Building	3000
Number of Buildings	20
Total Number of Assets	60,000
Average Time to Manually Input Updates per Asset	2 min
Data Entry Clerk – Cost/Hr.	$25
Cost to input data	$50,000
Estimated Cost to run import and error check assuming 10% error	$12,500
Cost Savings	**$37,500**

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Best Practices

Prior to Implementation

Map out your existing processes
What does asset mean to you?
How are assets collected now?
What are your asset relocation and disposal processes?

Start the data collection process
Do assets exist in another system? Can these be exported?

Make a decision on legacy work orders
Migrating in-flight and historical work orders can be an arduous process

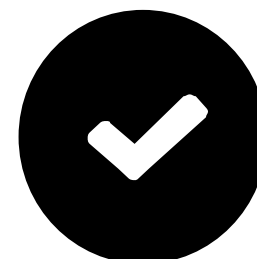**Identify PMs**
Which assets require preventive maintenance?
Do you have PM standards (checklists)?
Are checklist items easy to pull into a spreadsheet?
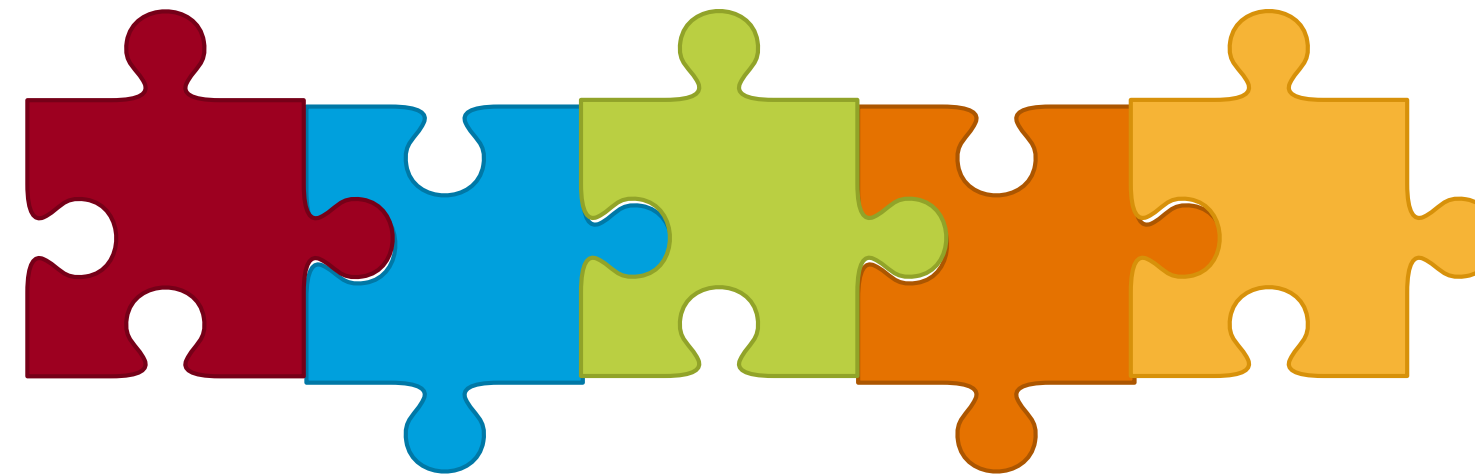
Start to Identify Your Implementation Teams
These will be the key members who will be involved in discussions and decision making.

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Best Practices
During Implementation

Stick with Standards

Use AssetWorks recommended asset types and groups as well as industry standard PM checklists. It saves time on data loads, reporting and benchmark comparisons.

Start on Load Sheets Early

Development takes time. Gathering data early will help to ensure that data load processes have minimal impact project schedule

Plan your mobile device rollout early

Leveraging the Go Apps, asset capture can start in as little as three months after project inception.

Identify Your Asset Czar

Having a centralized asset manager has been shown to greatly improve data integrity.

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Type Examples
The Typical Asset Types

Type	Also Known As	Example	Note
Serialized	• Barcoded Assets	• Air Handling Unit • Boiler	
Property		• State Capitol • Chancellor's House • Jimmy Smith Park	*Property, Parking Lots and Land are typically both a "Property" and an "Asset" in AiM*
Property Component		• Elevator • Shell • Hardscape	
System		• HVAC System • Plumbing System	
Subsystem		• Cooling Subsystem • Steam Subsystem • Chilled Water Subsystem	
Vehicle		• Sedans • Mowers	
Durable		• Desks • Chairs	
Meters		• Master Meters • Virtual Meters	*Used with Energy Management Module*

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Thank You!

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