

AiM Advisory Committee

Friday, June 20, 2014

Chronology

- **Business Process Council (BPC) Meeting 7/24/13**
 - AiM Advisory Committee (AAC) formally established with memorandum dated August 23, 2013.
- **BPC meeting 9/25/13**
 - AAC charged to review and identify key needs and deliverables and to understand what space information individual campuses need. Consistent application, format, and key definitions were also addressed.
- **AAC meeting dates**
 - October 3, 2013
 - November 13, 2013
 - December 11, 2013
 - February 19, 2014
 - June 20, 2014

Deliverables

- I. Policy and Procedures for Obtaining/Maintaining Space Related Information
- II. Identifying Sources of New Data
- III. Standardized Data Dictionary

I. Policy and Procedures for Obtaining/Maintaining Space Related Information

• **Steering team members:**

- Kevin Griffin
- Justin Delp
- Vernon Medeiros
- Kimo Yamaguchi
- Denise Yoshimori-Yamamoto
- Kevin Hanaoka
- Chassidy Shinno
- Shari Goudreault

I. Policy and
Procedures for
Obtaining/
Maintaining
Space Related
Information

• **Policy Statement**

- The University of Hawaii defines space management to encompass standard practices for initiating, facilitating, maintaining and reporting on a comprehensive space inventory.

I. Policy and
Procedures for
Obtaining/
Maintaining
Space Related
Information

A. **Vision**

- Meaningful information for physical/resource needs
- Align UH Strategic Plan
- Note the cost-savings potential
- Solutions in optimizing space and allocations
- Complete buy-in from all levels within the University

I. Policy and
Procedures for
Obtaining/
Maintaining
Space Related
Information

B. Responsibilities

- Deans or Directors
- Chancellor's Office or designated authority
- Survey Requestors

I. Policy and
Procedures for
Obtaining/
Maintaining
Space Related
Information

C. Purpose

- Examine interdisciplinary space
- Plan space allocation
- Forecast and justify new construction needs
- Meaningful systemwide and campus reporting, openly accessible to executives
- Sharing and collaboration between campuses to explore possibilities of cross-campus space allocations
- Find ways to maintain these metrics to be as accurate as possible

I. Policy and
Procedures for
Obtaining/
Maintaining
Space Related
Information

D. Applicability/Scope

- Who/occupants; demographic groups
- Partnering systems of record
- Reporting standards
- Beneficiaries, recipients, and reporters of data

I. Policy and
Procedures for
Obtaining/
Maintaining
Space Related
Information

E. Policy Guidelines

- What space
- Best practices
- Data sets
- Non-research/research buildings
- Reporting metrics

I. Policy and
Procedures for
Obtaining/
Maintaining
Space Related
Information

F. Best Practices

- Campus management and planning procedures
- Space assignments (managed vs monitored)
- Common space categories
- Defining standard space sizes
- 3-pronged data maintenance at campus levels
- Web-based interface for basic data and F&A space survey data collection
- Maintain accurate floor plans and documents
- Defining reporting intervals

I. Policy and
Procedures for
Obtaining/
Maintaining
Space Related
Information

G. Definitions

- Data Dictionary

II. Identifying Sources of New Data

- **Steering team members:**

- Kevin Griffin
- Justin Delp
- Vernon Medeiros
- Kimo Yamaguchi
- Denise Yoshimori-Yamamoto
- Michael Hodges
- Kevin Hanaoka
- Chassidy Shinno
- Shari Goudreault

II. Identifying Sources of New Data

- **Phase I**

- Brings existing data from Identity Management System (IMS) into AiM

- **Phase II**

- How to make IMS more robust with data sets from other systems, primarily PeopleSoft.

III. Standardized Data Dictionary

- **Steering team members:**

- Kevin Griffin
- Justin Delp
- Vernon Medeiros
- Kimo Yamaguchi
- Jennifer Watanabe
- Denise Yoshimori-Yamamoto
- Kevin Hanaoka
- Kelcie Watai
- Chassidy Shinno
- Shari Goudreault

III. Standardized Data Dictionary

- **Five modules:**

- Property-Location
- Space Management
- Work Management
- Human Resources
- Asset Management

- **Additional tabs:**

- Link to the Facilities Inventory and Classification Manual (FICM)
- Additional property information for the Property-Location module
- Document type information for the Related Documents fields.

III. Standardized Data Dictionary

• Eight columns in each module:

- Field Name
- Definition
- Database Table Column
- Format
- Example of Raw Data
- System of Record
- Used?
- Notes

Prop-Space Data Dictionary draft

File Edit View Insert Format Data Tools Help All changes saved in Drive

FIELD	DEFINITION	DB TABLE COLUMN	FORMAT	EXAMPLE RAW DATA	SYSTEM OF RECORD	USED?	NOTES
Property ID	Unique ID for property generated by PPMO	ae_s_bld_c_id	Numeric	1185	Kuali	Y	
Description	Building name	ae_s_bld_c_description	Text	(ID = 1185) Desc = Geophysics Institute Bldg LocalName = HIG	Kuali	Y	May also contain "nickname/local name" if applicable
Campus	Two digit ID code for each UH campus	ae_s_bld_c_region_code	Two character designation	MA, HI, etc.	Kuali	Y	
Facility	Geographic indicator or subcampus (eg Main campus, Off-site)	ae_s_bld_c_fac_id	Select value	Main campus, off site	Kuali	Y	
Address	Physical address	ae_s_bld_c_addr1	address	2600 Campus Rd.	AM	Y	Multiple db field comprise the Address of a Property. Look into adding new status for renovations under property status that behaves like Active
Property Status	Status of property record	ae_s_bld_c_bldg_status	Select value	See Additional Property Info tab	Kuali	Y	
Property Type	Classification of the usage of property by the function occurring inside or original intention of the building	ae_s_bld_c_prop_type	Select value	ACADEMIC, ADMINISTRATIVE, etc.	Kuali	Y	
Property Class	Broad classification of the type of property based on its structure type	ae_s_bld_c_bldg_class	Select value	BUILDING, GROUNDS, OTHER, etc.	Manual	Y	
Property - Extra Description	Further description of the property	ae_s_bld_c_bldg_directions	freeform text		Manual	Y	
Property - Green Initiative	Not currently used					N	
Property - Floors-Floor ID	Numbering convention for floor number	ae_s_fr_d_fr_id	Numeric	0,1,2,3,4,5,6 (last floor description)	AMCAD	Y	Basement=0, ground floor=1, etc. Give the roof a numeric floor number, but call it ROOF in the description
Property - Floors-Description	Description of the floor, spelled out	ae_s_fr_d_description	Text	Basement/First Floor, Second Floor, etc.	AMCAD, Manual	Y	Basement, First Floor, etc. Roof
Property - Floors-CAD Gross	Gross sqft for the floor autopopulated by AMCAD	ae_s_fr_d_gross_sqft	numeric		AMCAD	Y	
Property - Floors-Halon System		ae_s_fr_d_halon_system	binary	Y/N	Manual	Y	
Property - Floors-Sprinkler Coverage		ae_s_fr_d_sprinkler_coverage	binary	Y/N	Manual	Y	
Property - Floors-Wet/Dry Sprinkler		ae_s_fr_d_wetdry_sprinklers	binary	Wet, Dry	Manual	Y	
Property - Floors-Basement		ae_s_fr_d_basement_y/n	binary	Y/N	Manual	Y	
Property - Floors-Active		ae_s_fr_d_active_y/n	binary	Y/N	Manual	Y	
Property-Floors-Floors-Repository Document	CAD drawing referencing the floor associated to the property	ae_s_fr_d_doc_id		AF06338F-CB84-4833-B66A-40A			
Property-Floors-Floors-Path	Path to the CAD drawing	ae_s_fr_d_cad_drawing		Z:\06 SSP\208 CAD TO AIM FILES			
Property - Account Setup	Not currently used					N	

PROPERTY-LOCATION MODULE • SPACE MANAG. MODULE • WORK MANAGEMENT • HUMAN RESOURCES • ASSET MANAGEMENT • FCM • Additional Property Info • DOCUMENT TYPE

Summary

- **Approval of Deliverables**
- **Resources**

R25 / 25LIVE

- **Banner**
- **All Campuses**
- **Utilization**
- **Presentation of 25LIVE 3/6/14 (posted on eFacilities Internal site under Internal Documentation)**