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

- 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.

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

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

<table>
<thead>
<tr>
<th>D. Applicability/Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Who/occupants; demographic groups</td>
</tr>
<tr>
<td>• Partnering systems of record</td>
</tr>
<tr>
<td>• Reporting standards</td>
</tr>
<tr>
<td>• Beneficiaries, recipients, and reporters of data</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. Policy Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>• What space</td>
</tr>
<tr>
<td>• Best practices</td>
</tr>
<tr>
<td>• Data sets</td>
</tr>
<tr>
<td>• Non-research/research buildings</td>
</tr>
<tr>
<td>• Reporting metrics</td>
</tr>
</tbody>
</table>
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

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

- **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

• **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

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DEFINITION</th>
<th>DB TABLE COLUMN</th>
<th>FORMAT</th>
<th>EXAMPLE RAW DATA</th>
<th>SYSTEM OF RECORD</th>
<th>USED?</th>
<th>NOTES</th>
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<tbody>
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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)