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
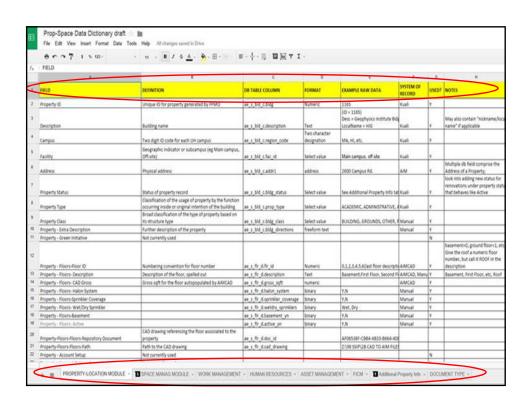 - Asset Management

- **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

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)**