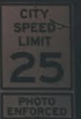




GET TO WORK

ESTABLISH YOUR TIMELINE

Your asset management system implementation is going to be unique—just like your organization. Your short and long-term goals, data required, employee skill level, and available budget are all going to impact your timeframe. Use this worksheet to help identify milestone dates that will keep your project moving forward. Remember, be realistic about what you can accomplish and allow some buffer time to accommodate changes.



ESTABLISH YOUR TIMELINE



WORKSHEET

5

COMPLETE	TARGET DATE	TASK
		Get commitment from entire organization
		Identify key players
		Define system goals
		Pinpoint system requirements
		Identify data points
		Verify data sources
		Determine outsourcing needs
		Evaluate processes
		Define new management processes
		Determine implementation timeframe
		Evaluate and select asset management system
		Evaluate and select supporting services
		Begin supporting services
		Review system goals
		Implement system tools
		Cross train on system tools and procedures
		Begin pilot program

ESTABLISH YOUR TIMELINE



WORKSHEET

5

COMPLETE	TARGET DATE	TASK
		Review pilot data accuracy and processes
		Update standard processes
		Adjust implementation timeline
		Perform initial inventory
		Begin entering regular daily maintenance activities
		Schedule daily/weekly system updates
		Schedule routine data spot checks
		Schedule ongoing organizational training
		Review system goals
		Evaluate system and budget to include enhancements
		Research new tools and industry trends
		Implement new tools and procedures