AIMS Asset Tag to Space Allocation Process

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Contents

1 Purpose 4
2 Scope 4
2.1 Asset Tags 4
2.2 Relationship Types 4
3 Definitions 4
4 Process Timeframes 5
5 Asset Tag to Space Allocation Schedule Configuration 5
5.1 ATSS Details 5
6 ATSS Process 6
6.1 Process Diagram 7
6.2 Process Steps 7
S.1 Produce first iteration ATSS 7
S.2 Log ATSS in Register 7
S.3 Send ATSS to Technician 8
P.4 Send ATSS to Contractor 8
C.5 Allocate Tags to Spaces 8
C.6 Send ATSS to Technician 8
P.7 Send ATSS to System Team 8
S.8 Log ATSS in Register 8
S.9 Process ATSS 8
S.10 Allocation at 100% 8
S.11 Produce next iteration ATSS 8
S.12 Log ATSS in Register 8
S.13 Send ATSS to Technician 8

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1 Purpose

This document describes the process which is to be used to allocate Asset Tags (AT) to Spaces within the Asset Information Management System (AIMS).

2 Scope

This process relates to the allocation of Asset Tags within AIMS and can be used to allocate or remove a Space against an Asset Tag.

2.1 Asset Tags

Asset Tags are identified within AIMS in a number of ways:

- They are of the Tag object type;
- They are uniquely identifiable by the Asset Tag ID

Asset Tags will always have the following associated information held against them within AIMS:

- Construction Contract
- Construction Work Stream
- Reporting Stream

The primary purpose of Asset Tags within AIMS is to identify specific design duties or functional requirements that need fulfilling on Crossrail.

2.2 Relationship Types

Three relationship types exist which enable the allocation of Asset Tags to spaces:

- Point Asset
  - Assets Tags which are contained within a single room and as such will only be related to a single room.
- Entry/Exit Asset
  - Assets Tags which are used to Enter or Exit a room and as such will be related to multiple rooms.
- Accessed From Asset
  - Asset Tags which can be accessed from multiple rooms and as such will be related to multiple rooms.

The categorisation of asset classes into Point, Entry/Exit or Accessed From assets is held within the ADD.

The Asset Tag to Space Schedule (ATSS) is broken down into three worksheets for Point, Entry/Exit and Accessed From assets and each worksheet will only contain the asset tags which are categorised by the corresponding relationship.

3 Definitions

For a full list of common Asset related terms see the Crossrail Asset Information Glossary (eB document CRL1-XRL-Z3-GUI-CR001-50012).

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Terms/acronyms specific to this document are listed below:

Acronym	Name	Description
ATSS	Asset Tag to Space Schedule	The xls document used for allocating Asset Tags to Spaces.

4 Process Timeframes

The AIMS Configuration Team (ACT) will always endeavour to process Asset Tag to Space Allocation Schedule (ATSS) requests in as shortest time as possible; the following lists the target time of requests when submitted on a correctly validated ATSS.

ATSS Request Type	Timeframe (full working days)
Processing of populated ATSS into AIMS	5

5 Asset Tag to Space Allocation Schedule Configuration

ATSS configuration (or contents) will be defined in terms of Assets included by the construction contract and reporting stream, allocated to Spaces. Asset tags which have a construction workstream of marked to delete will be excluded from the ATSS. The ATSS will only contain spaces that have the same LULCS1 location as the Asset Tags under that contract and reporting stream.

The following details the purpose of and the information requirements when populating an ATSS:

Only Spaces which are present in the Spaces tab of the ATSS can be used to allocate tags to.

The ATSS will have the summary sheet populated to summarise the allocation of assets in that ATSS and the iteration history for that construction contract and reporting stream.

5.1 ATSS Details

- Purpose
  - The ATSS can be used to allocate asset tags to a Space.
  - Any existing allocations made on a previous iteration will be present in the ATSS.
  - The ATSS can be used to remove or change an allocation of an asset to a Space.
- ATSS Information
  - <u>Space Details</u>
    - <u>ID</u>
      - The ID of the Space as held in AIMS.
    - <u>Name</u>
      - The name of the Space as held in AIMS.
  - <u>Asset Tag Details</u>

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        - ID
            - The Asset Tag ID of the asset as held in AIMS
        - Name
            - The name of the Asset Tag as held in AIMS
        - Description
            - The Description of the Asset Tag as held in AIMS
        - Contractor ID
            - The Design Alternative Asset ID as held in AIMS
        - LU LCS1
            - The LU LCSI code as held in AIMS

    - Class Details
        - Code
            - The class code of the Asset Tag as held in AIMS.
        - Name
            - The class name of the Asset Tag as held in AIMS.

    - Schedule Status
        - Status
            - The status of that row in the ATSS
        - Current Allocation
            - The Space which the asset tag is currently allocated to in the ATSS

6 ATSS Process

The following process should be followed for the creation, population and processing of an ATSS.

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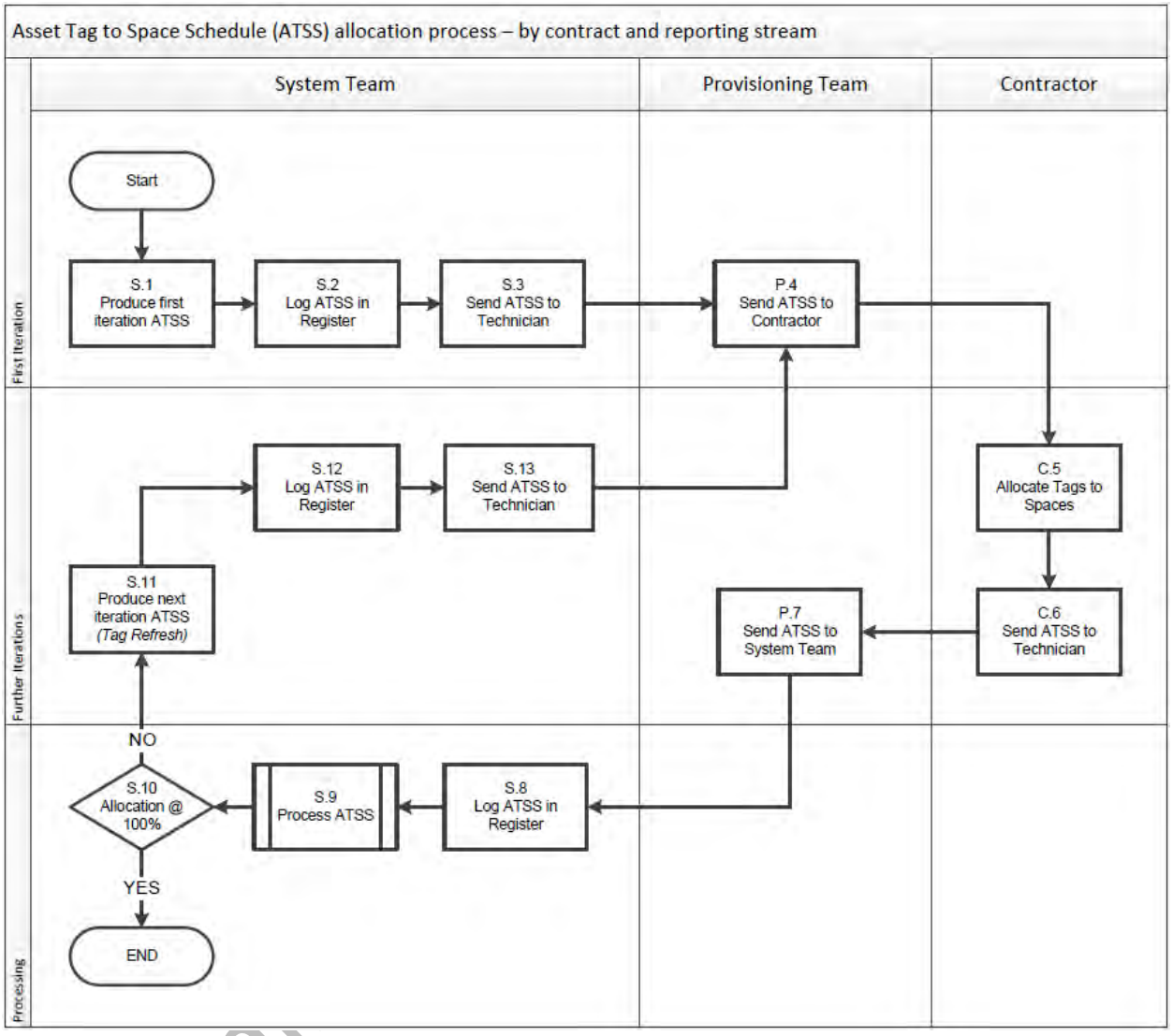
6.1 Process Diagram



6.2 Process Steps

Steps prefixed P are performed by the Provisioning Team.

Steps prefixed S are performed by the Systems Team.

Steps prefixed C are performed by the Contractor.

S.1 Produce first iteration ATSS

The Systems Team creates the first iteration of the ATSS by construction contract and reporting stream. The contract and reporting stream may be selected depending on its maturity or by specific request.

S.2 Log ATSS in Register

The Systems Team logs the details of the ATSS being sent out to the Provisioning Team into the AT to Space Allocation Register.

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S.3 Send ATSS to Technician

The Systems Team emails the ATSS to the relevant Asset Technician from the Systems Mailbox using the ATSS email template. AIM-CMSystems@crossrail.co.uk

P.4 Send ATSS to Contractor

The Asset Technician will send the ATSS to the Contractor.

C.5 Allocate Tags to Spaces

The Contractor will select the Space ID from a drop down list of available Spaces to allocate to an Asset Tag. The Space Name will appear automatically. Within this step, as well as new allocations being made, existing allocations can be changed or deleted.

C.6 Send ATSS to Technician

The Contractor will send the ATSS back to the Asset Technician.

P.7 Send ATSS to System Team

The Technician will email the ATSS to the Systems Team inbox for processing into AIMS.

AIM-CMSystems@crossrail.co.uk

S.8 Log ATSS in Register

The Systems Team will log the ATSS details into the AT to Space Allocation Register upon receipt of the ATSS.

S.9 Process ATSS

The Systems Team will review the summary sheet in the ATSS and manually remove any changed or deleted allocations in eB. New and changed allocations will then be run directly into AIMS.

S.10 Allocation at 100%

The Systems Team will review percentage complete for the contract and reporting stream. If allocation is at 100%, the process is complete. If allocation is less than 100%, the process continues.

S.11 Produce next iteration ATSS

The Systems Team will generate the next iteration of the ATSS from within the processed copy of the ATSS. This next iteration will therefore include any allocations made in the previous iteration.

S.12 Log ATSS in Register

The Systems Team will log the details of the ATSS being sent out to the Asset Technician into the AT to Space Allocation Register.

S.13 Send ATSS to Technician

The Systems Team will email the ATSS to the relevant Asset Technician from the Systems Mailbox using the ATSS email template. AIM-CMSystems@crossrail.co.uk

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