AIMS Asset Tag to ABS Allocation Process

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1 Purpose

This document describes the process which is to be used to allocate Asset Tags (AT) to Primary Functional Units (PFU), Locational Functional Units (LFU) and Functional Units (FU) within the Asset Information System (AIMS).

2 Scope

This process relates to the allocation of Asset Tags within the AIMS system and can be used to allocate or remove a PFU, LFU or FU 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.

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).

Terms/acronyms specific to this document are listed below:

Acronym	Name	Description
ATPS	Asset Tag to PFU Schedule	The excel document used for allocating Asset Tags to the ABS.
ABS	Asset Breakdown Structure	The structure of PFU/FU/LFU held within AIMS which denote the systems and subsystems assets are contained in.

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4 Process Timeframes

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

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

5 Asset Tag to PFU Allocation Schedule Configuration

ATPS configuration (or contents) will be defined in terms of assets included by the construction contract and reporting stream allocated to PFUs, LFUs and FUs. Construction Work Streams which are marked to delete will be excluded from the ATPS. In addition, the PFUs, LFUs and FUs which are available to be allocated to the contract will be available within the ATPS.

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

Only PFUs, LFUs and FUs which are present in the ABS tab of the ATPS can be used to allocate tags to.

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

5.1 ATPS Details

- Purpose
  - The ATPS can be used to allocate asset tags against a PFU, LFU, FU.
  - Any existing allocations made on a previous iteration will be present in the ATPS.
  - The ATPS can be used to remove or change an allocation of an asset to a PFU, LFU, FU.
- ATPS Information
  - <u>ABS Item Details</u>
    - <u>ID</u>
      - The ID of the ABS item as held in AIMS.
    - <u>Name</u>
      - The name of the ABS item as held in AIMS.
  - <u>Asset Tag Details</u>
    - <u>ID</u>
      - The Asset Tag ID of the asset as held in AIMS
    - <u>Name</u>
      - The name of the Asset Tag as held in AIMS
    - <u>Description</u>
      - The Description of the Asset Tag as held in AIMS

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        - Construction Contract
            - The Construction Contract the Asset Tag belongs to as held in AIMS
        - Construction Work Stream
            - The Construction Work Stream the Asset Tag belongs to as held in AIMS
        - LU LCS1
            - The LU LCSI code as held in AIMS
        - Class Code
            - The class code of the Asset Tag as held in AIMS.
        - Class Name
            - The class name of the Asset Tag as held in AIMS.

    - Admin
        - Status
            - The status of that row in the ATPS
        - Current Allocation
            - The ABS item which the asset tag is currently allocated to in the ATPS

6 ATPS Process

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

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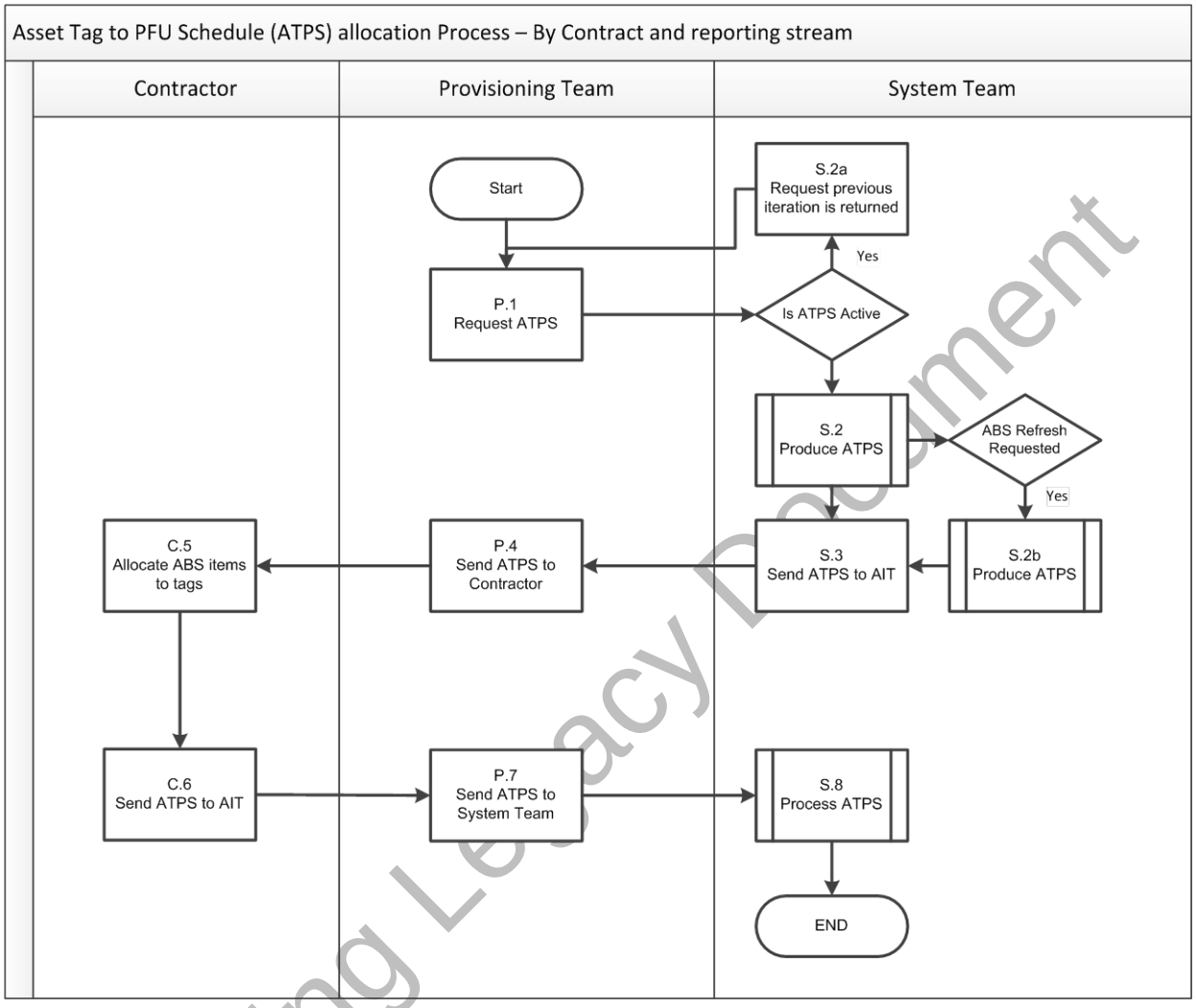
6.1 Process Diagram



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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.

Steps suffixed with a letter form part of an optional step which may not need to be performed in all cases.

P.1 Request ATPS

The AIT requests for either the first or next iteration of an ATPS to be produced by emailing the request to the systems team email address: AIM-CMSystems@crossrail.co.uk

The request should clearly indicate which contract and reporting stream it is for.

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The email should contain ATPS in the subject for easy identification of the request type. If a refresh of the ABS is required this should be clearly stated in the body of the email.

S.2 Produce ATPS

The systems team will produce the requested ATPS in line with the request details

S.2a Validate request

If the ATPS for the request contract and reporting stream is currently active the systems team will request that the previous iteration is returned by the AIT.

When returning the previous iteration of the ATPS the AIT should request that the next iteration is produced.

S.2b Refresh ABS

If the ATPS request required the ABS to be refreshed then the systems team will refresh this listing on production of the ATPS.

S.3 Send ATPS to Technician

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

P.4 Send ATPS to Contractor

The AIT will send the ATPS to the contractor for population.

C.5 Allocate ABS items to Tags

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

C.6 Send ATPS to Technician

The contractor will send the populated ATPS to the AIT.

P.7 Send ATPS to System Team

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

AIM-CMSystems@crossrail.co.uk

ATPS should be entered into the email subject and the AIT should ensure that the email clearly indicates which contract and reporting stream it is for.

S.8 Process ATPS

The Systems Team will review the summary sheet in the ATPS and remove any changed or deleted allocations in eB. New allocations will be processed into AIMS.

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