

Asset Management Action Plan (AMAP)

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Overview

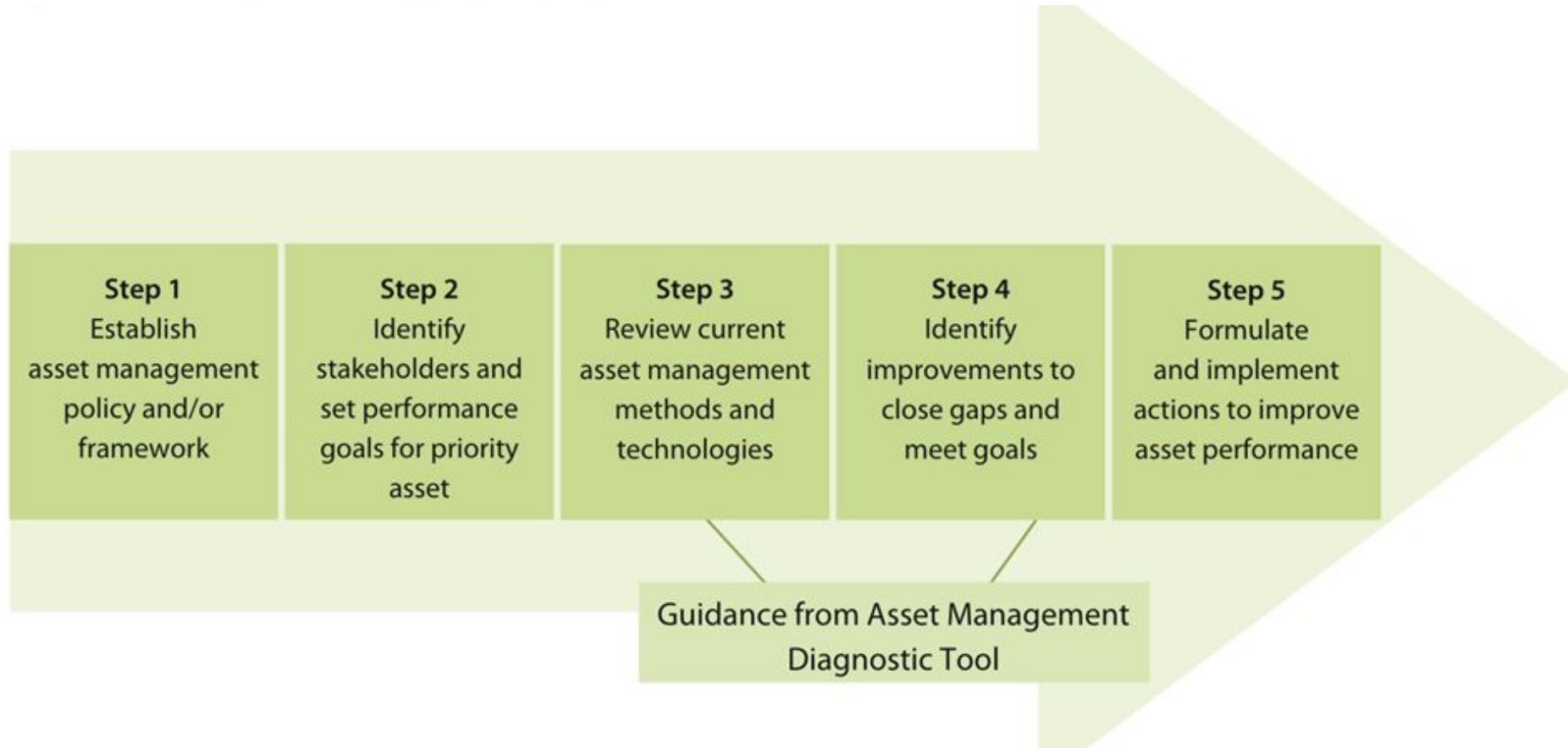
- What is an AMAP?
- Step 1: The Asset Management Framework
- Step 2: Identifying Priority Assets, Stakeholders and Setting Performance Goals
- Step 3: Current AM Practices
- Step 4: Gap Analysis
- Step 5: Addressing the Gaps

What is an AMAP



- Methodical and repeatable process
- Translates recommendations from Diagnostic Tool into actions
- Focus on a priority asset

AMAP Steps

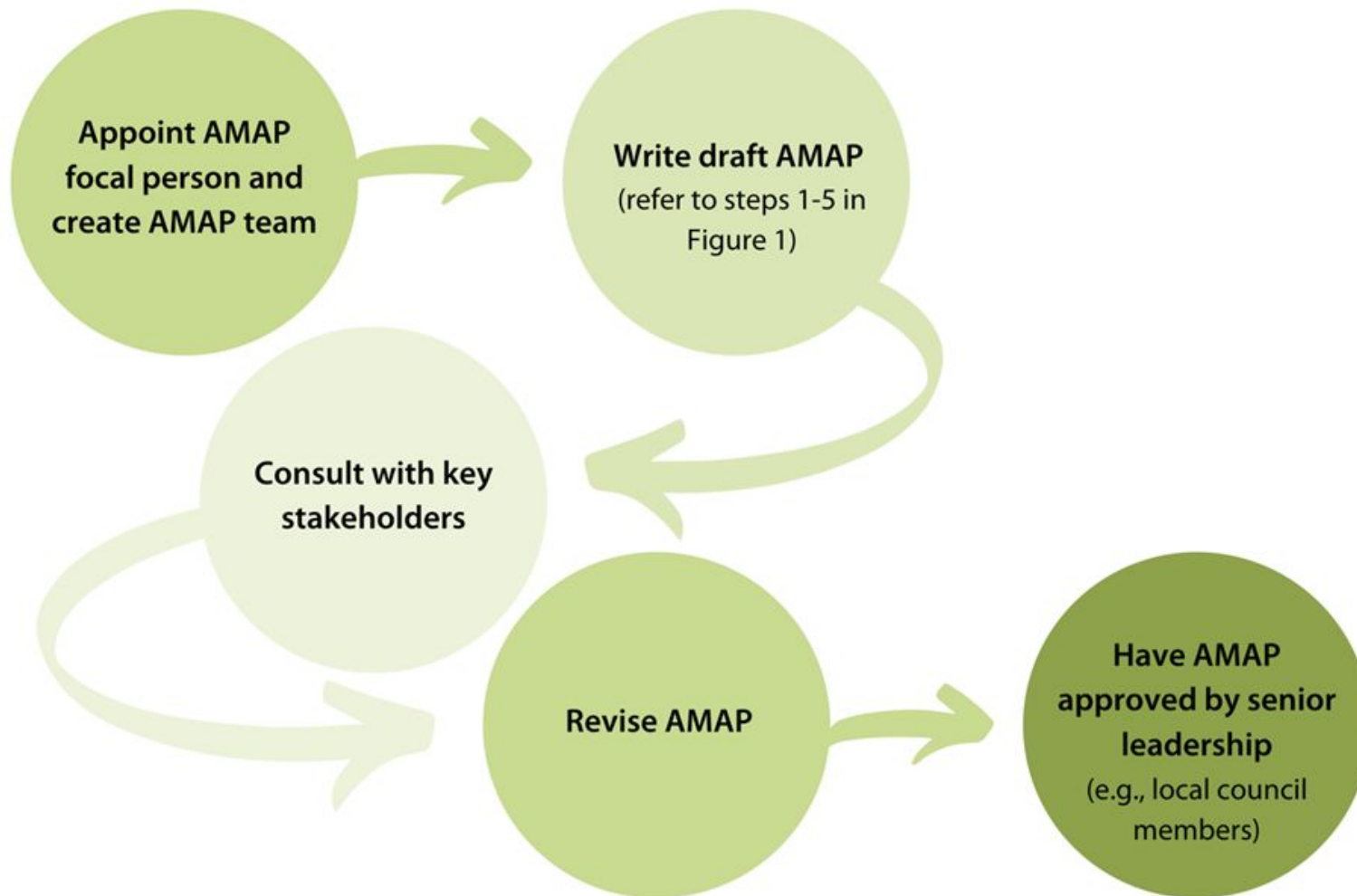


AMAP Template & Guide

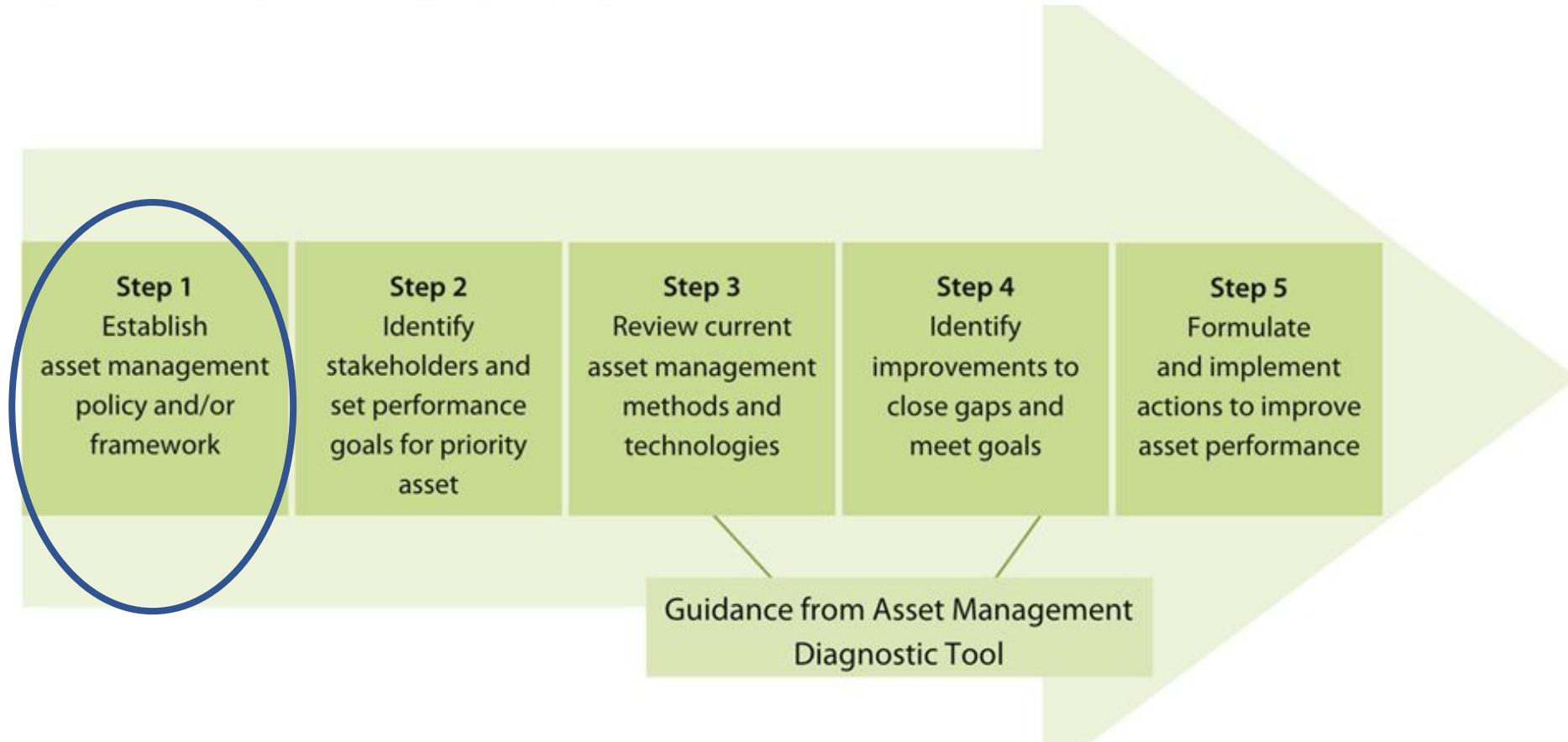
- Introduction
- Asset Management Policy Framework
- Setting Performance Goals
- Stakeholders and Current AM Methods
- Gap Analysis
- Action Plan
- Follow Up and Review



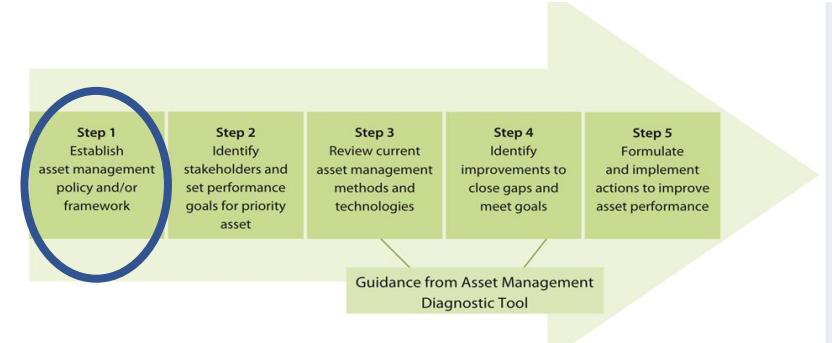
The Process



Step 1: Policy and Framework



Step 1: Policy and Framework



- Do we have an asset management framework or policy?
- Do we have an asset management strategy or plan?

Example: Kenyan Policy Framework

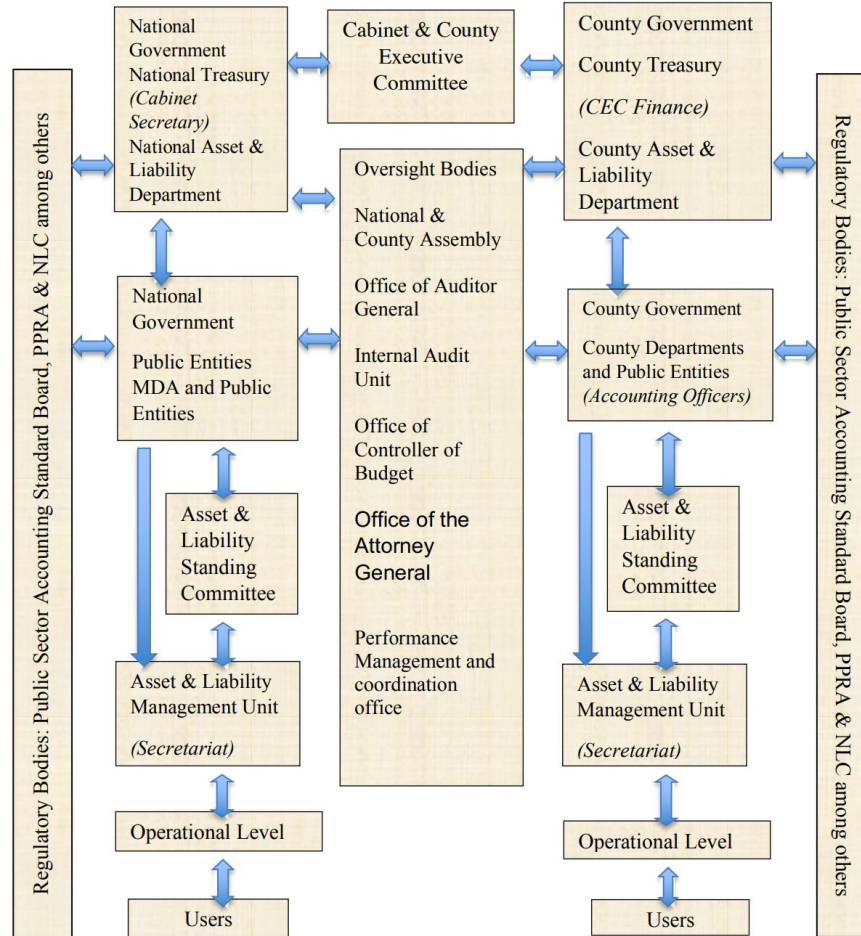


Figure 1: Institutional Framework

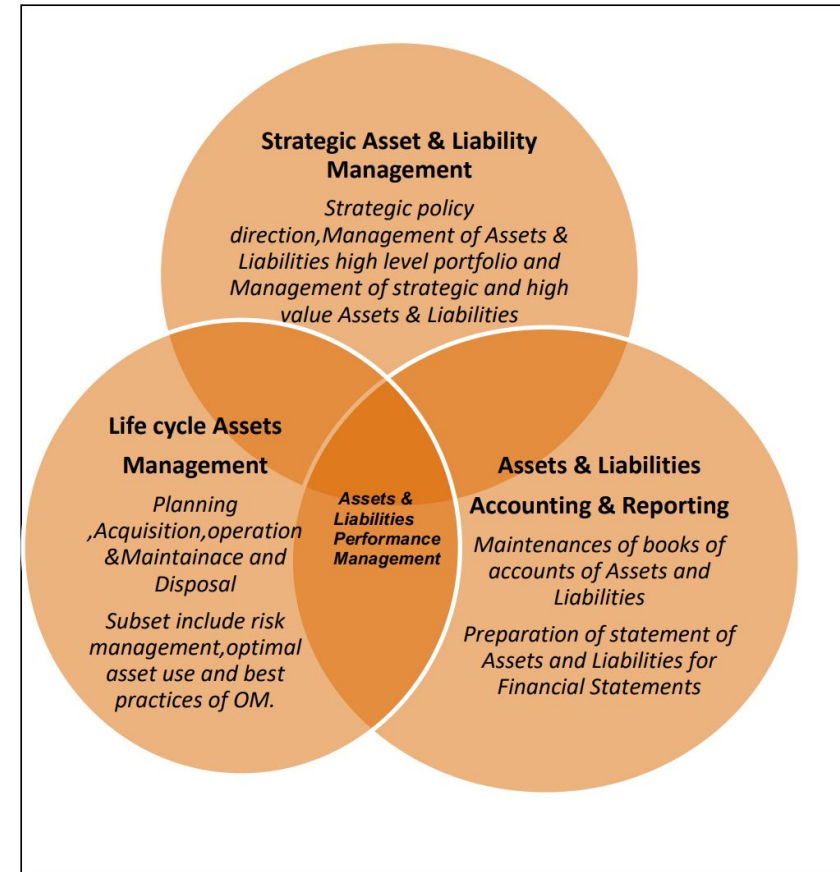
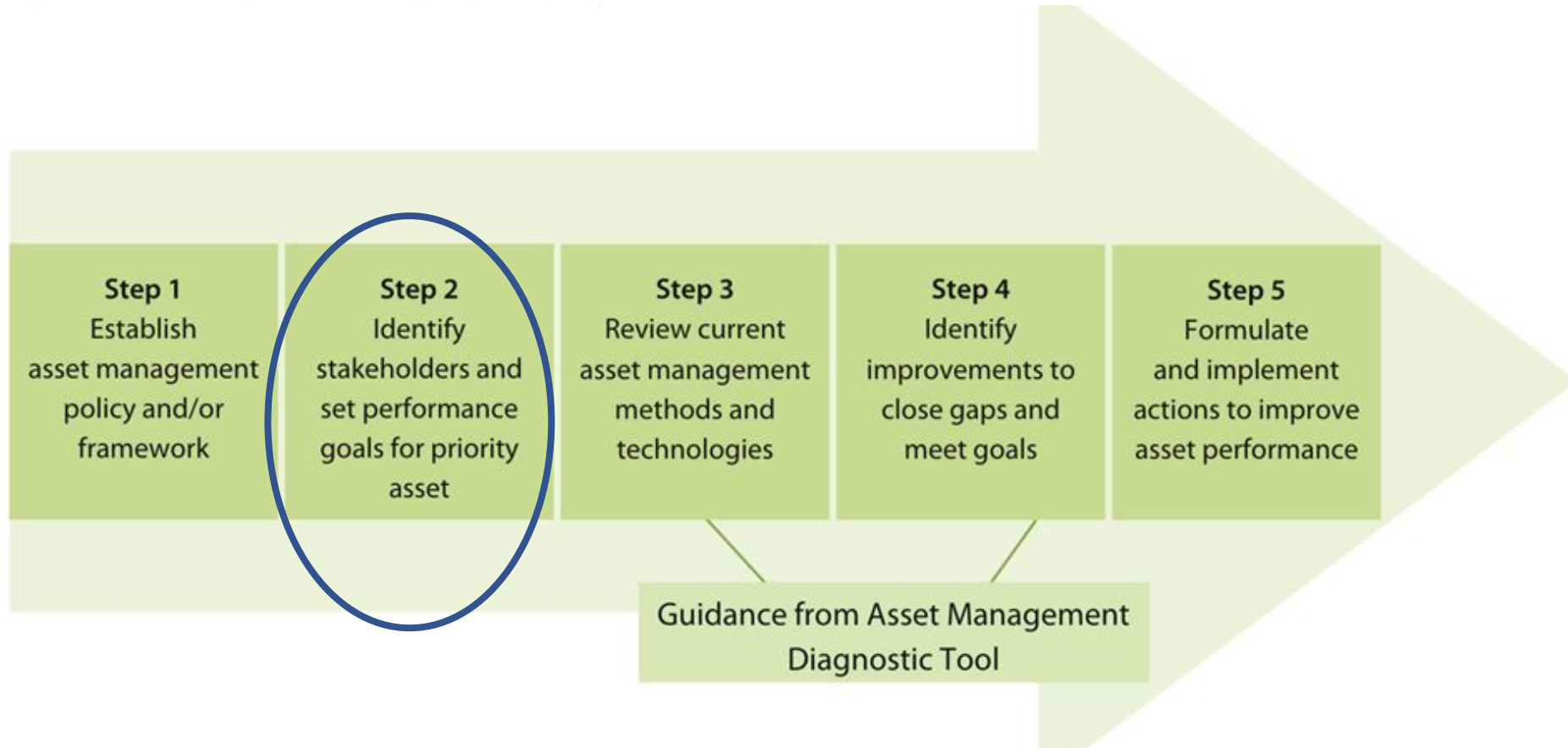


Figure 2: Assets and Liabilities Management Framework

Step 2: Priorities, Stakeholders and Goals



Priorities



Prioritisation Methods

- Vital function the asset supports
 - Health & safety
 - Security
 - Economic
 - Social well-being
- Impact of disruption
- Condition
- Value
- Combination of the above



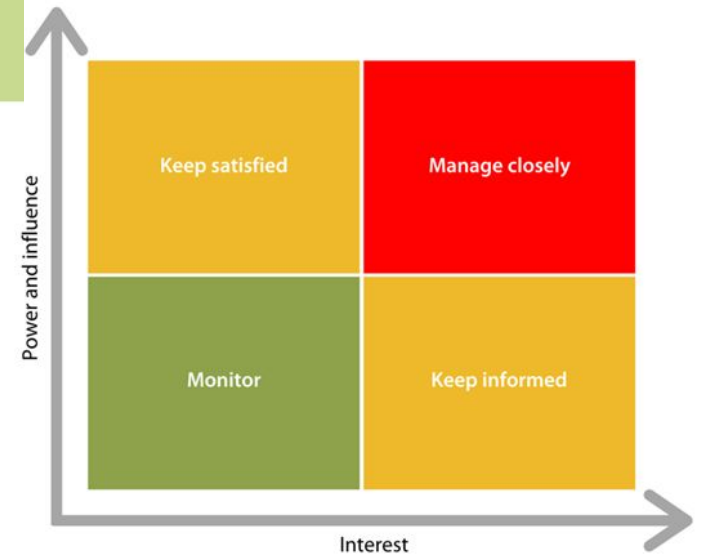
Asset	Impact	Condition	Value	Total	Priority
School	3	3	2	8	4
Water treatment plant	5	5	4	14	1
Sewage treatment plant	5	3	5	13	2
Local road	3	5	3	11	3

Stakeholders



Stakeholders

Internal stakeholders	External stakeholders
• Accounting Officer • Finance Chief • Municipal Engineer • Procurement Officer • Community Development Planner • Community Officer • Operators and others who maintain priority assets	• End users (customers) • Utilities/service providers • Ministry of Local Government • Multilateral or bilateral development partners • Funding organizations



Your AMAP Step #1, 2a & 2b



Assign a rapporteur
Be prepared to discuss your answers
You have 60 minutes for this exercise.

In your breakout group:

1. Chose four to six (4-6) principles that you could include in your AM framework.
2. Identify two or three critical assets
3. Use one of the prioritisation methods (or another of your choice) to determine your priority asset from those you have identified.

✓ Complete Table 1 of the AMAP template

Refer to page 5-7 of the AMAP Writing Guide for examples

Goals



- Service attributes
 - accessibility, availability, compliance, reliability, responsiveness, cost of service, etc
- Levels of service
 - Government direction
 - Stakeholder needs
- Technical or customer-based
- Review, monitor and report

Goals

- Asset – Water Distribution System
- Performance goal – Provide reliable and safe water to our community
- Level of Service – urban vs rural
- Performance Measure
 - Reliability
 - Compliance

Specific

Measurable

Achievable

Realistic

Timely

Goals

- Asset – Water Distribution System
- Performance goal – Provide reliable and safe water to our community
- Level of Service – urban vs rural
- Performance Measure
 - Reliability - less than 25 disruptions per year per main
 - Compliance - all regulatory requirements are met

Specific

Measurable

Achievable

Realistic

Timely

Your AMAP Step # 2c



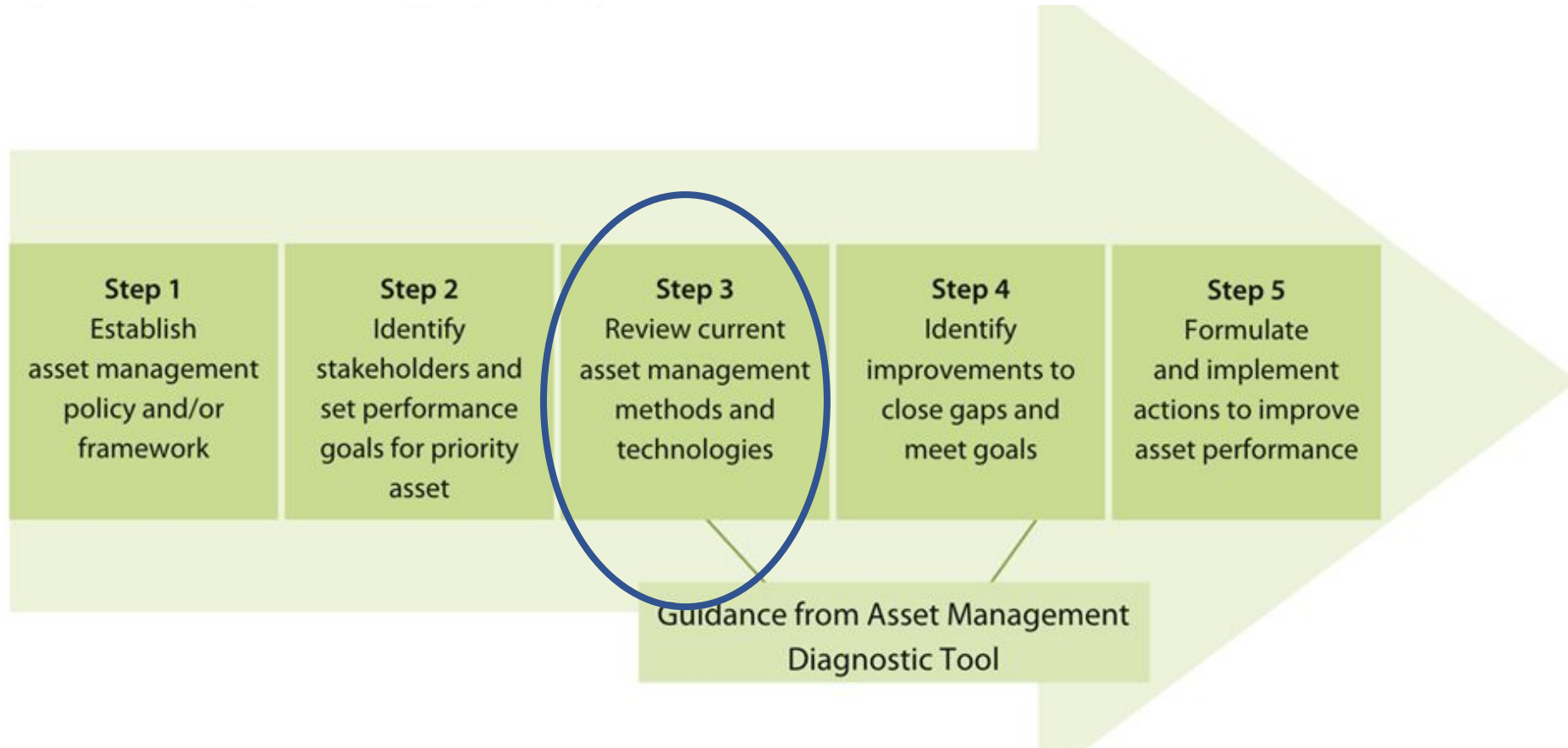
In your breakout group identify:

1. ONE performance goal for your priority asset and complete Table 2c
2. TWO performance measures

Refer to page 10-11 of the AMAP Writing Guide for examples

Assign a rapporteur
Be prepared to discuss your answers
You have 45 minutes for this exercise.

Step 3: Current Methods and Technologies



Current Methods and Technologies

Methods and processes	Tools
• Asset condition assessment • Maintenance management or work order management • Identification, recording and monitoring of service levels • Portfolio review • Financial management • Capital planning • Asset disposal • Lease management	• Asset recordkeeping system or ledger • Asset database software • Asset condition assessment software • Maintenance management or work order management software • Accounting ledgers • Financial management software • Lease ledger or software

Diagnostic Tool Input – Step 3 & 4

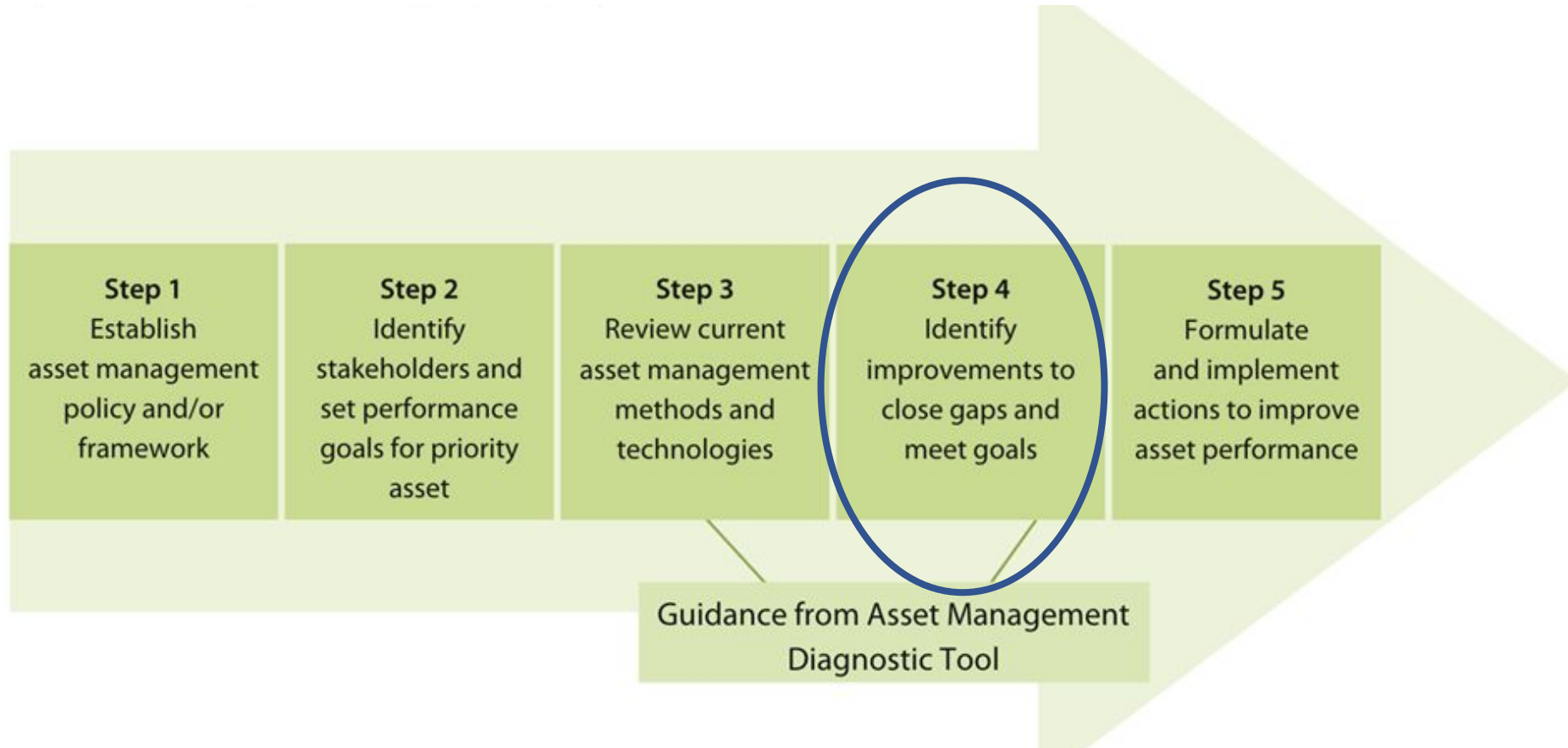
Typical weaknesses

- Manual recording in Excel, incomplete data
- No process to document condition and performance
- Levels of Service (LOS) not defined
- No operational planning processes
- No process to incorporate sustainability in decision making

Possible Improvements

- Update all asset registers to include their market value and also include advance information
- Classify the assets into critical and non-critical assets
- Define LOS for one asset
- Prepare O&M standard operating procedures

Step 4: Gap Analysis



Gap Analysis

The gap

- Reliability >30 disruptions
- Compliance – failed water quality tests

Goal: Provide reliable and safe water to our community

We need to

- Investigate cause of disruptions
- Obtain better data
- Understand reason for poor water quality

Actions

- Develop maintenance plan
- Review treatment process
- Improve data

So What?

Step 4: Example

Tanga City gap analysis (AMAP Table 4)

Priority asset	Performance goal	Identified gap	Gap description	Stakeholders affected	Stakeholders actively managing	Actions required
Solid waste equipment	To provide solid waste management on a daily basis	Increased garbage in the streets	The current solid waste equipment is unable to collect all garbage produced in the city	The community	• City Environmental and Sanitation Officer • City Director • City Treasurer • Mechanical Engineer • City Mayor	• Train the community on reducing the production of garbage, so that less garbage will be collected and transported to dumping site • Introduce better maintenance plan for the available equipment • Schedule routes that can best serve the collection and transport of the waste • Increase operation hours • Acquire software to manage solid waste asset equipment • Adopt recycling technology to reduce the volume of garbage • Acquire additional compactor trucks if needed

Your AMAP Step #4



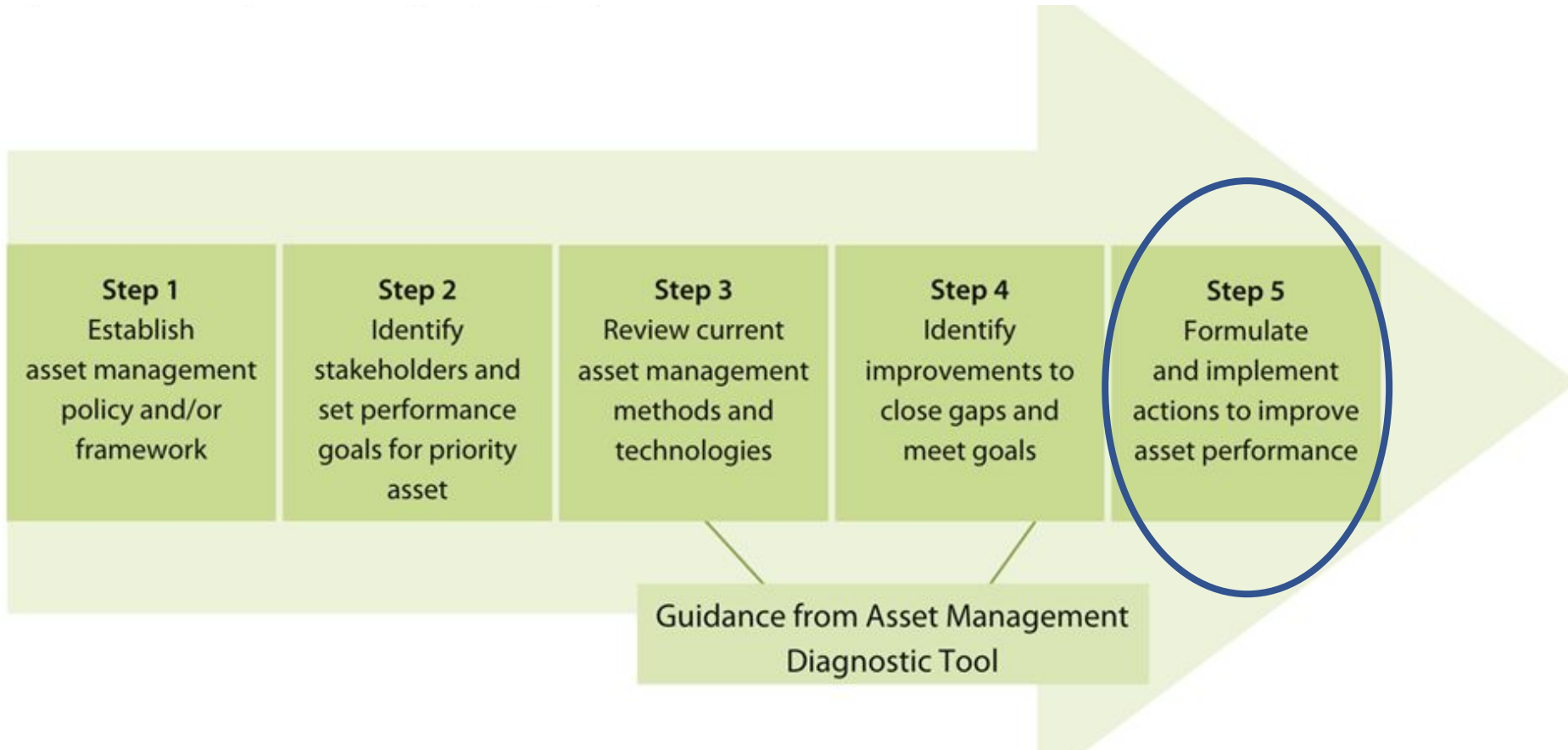
Assign a rapporteur
Be prepared to discuss your answers
You have 45 minutes for this exercise.

In your breakout group:

1. Identify the gap(s) that prevents you from meeting your goals
2. Identify potential actions that will allow you to address the gap
3. Complete Table 4

Refer to page 13-14 of the AMAP Writing Guide for examples

Step 5: The Plan



Step 5: The Plan



Action plan tips

- Select priority actions:
 - Quick wins
 - Biggest impact
 - Practical actions
- Summarise resources needed
- Set realistic completion dates
- Get Council approval
- Follow up regularly

Our highest priority actions are based on those that we can accomplish quickly and with our own resources.

They are practical actions that will have an immediate impact. They help us understand the full extent of our problem, and demonstrate progress to our stakeholders.

Step 5: The Plan

Table 5a

Actions and resources required

Actions required <i>List all actions previously identified as needed to address your gap</i>	Owner	Resources required <i>Include new and existing</i>			Funding and source
		People	Training/mentoring	Tools	

Table 5b

Our AMAP priorities

Priority action	Related actions	Summary of resources needed <i>State any new resources needed; if none, state, 'can undertake with current resources'</i>	Target date for completion	Funding and source

Your AMAP Step #5



In your breakout group:

1. Identify actions (from Table 4) and potential resources required - Table 5a
2. Prioritise these actions - Table 5b

Refer to page 15 of the AMAP Writing Guide for examples

Assign a rapporteur
Be prepared to discuss your draft plan
You have 60 minutes for this exercise.

Present Your AMAP



Time to share your AMAP - groups

- ✓ Identify your priority asset and state why
- ✓ Present your Goal - Table 2c
- ✓ Present your plan – Table 5b

Maximum 5 minutes per AMAP

Next steps

- Identify an asset management focal point or 'champion'
- Review your draft AMAP
- Make changes needed
- Complete the AMAP
 - Introduction
 - Assumptions & constraints
 - Follow UP
- Take action!



Summary



AM Tools ...

- ✓ Do the diagnostics - understand the problem
- ✓ Create a plan to solve the problem