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

Step 1
Establish
asset management
policy and/or
framework

Step 2 Identify stakeholders and set performance goals for priority asset

Step 3
Review current
asset management
methods and
technologies

Step 4
Identify
improvements to
close gaps and
meet goals

Step 5
Formulate
and implement
actions to improve
asset performance

Guidance from Asset Management Diagnostic Tool



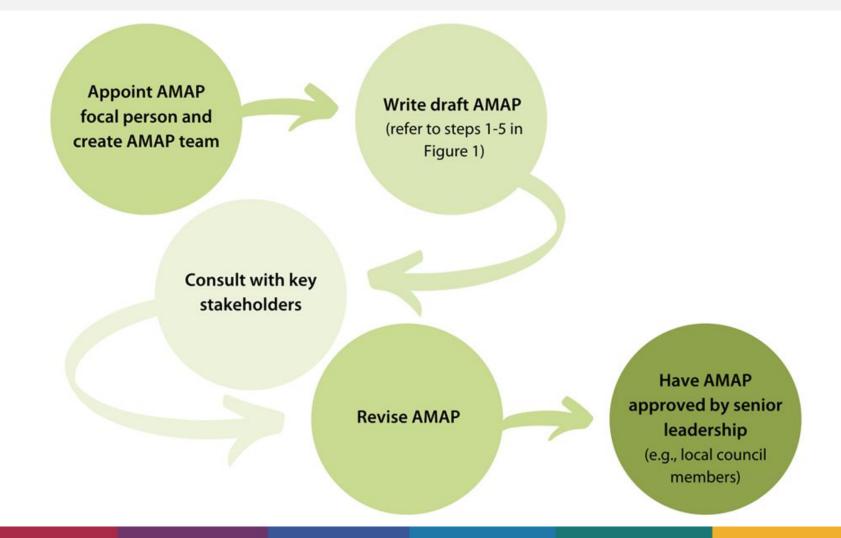
AMAP Template & Guide

- 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

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Step 1: Policy and Framework

Sustainability

- We will encourage water harvesting and conservation schemes to counter erratic rainfall.
- We will manage our natural assets to conserve resources and give attention to long-term solutions rather than short-term affordability or convenience.
- Proper valuation of our environmental assets, such as lakes, rivers and groundwater will allow land and other assets to retain value.

Integrated approach

- We will use a portfolio management approach to ensure we maximize benefits to our citizens while minimizing costs.
- We will include financial asset management needs in our annual budget and medium-term fiscal expenditure plans.

Customerfocused

- We commit to fair and equitable access and use of our assets regardless of race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.
- We will involve and inform the public on important decisions related to the acquisition, repair or sale of our assets.

- Compliance
- We will strive to meet or exceed all national regulations, benchmarks and requirements related to the management of our assets.



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



Example: Kenyan Policy Framework

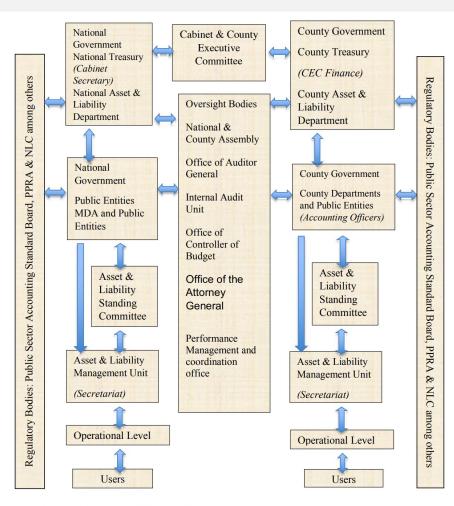


Figure 1: Institutional Framework

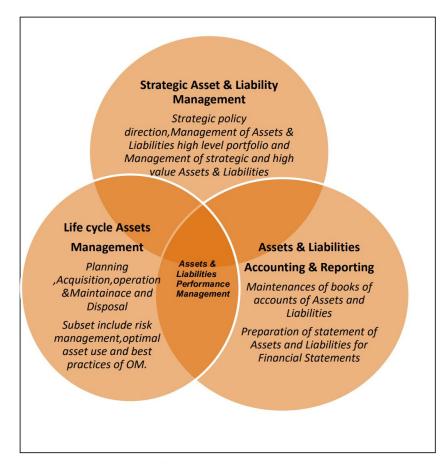


Figure 2: Assets and Liabilities Management Framework



Step 2: Priorities, Stakeholders and Goals

Step 1 Step 2 Step 3 Step 4 Step 5 Identify Establish Review current Identify Formulate stakeholders and improvements to and implement asset management asset management policy and/or set performance methods and close gaps and actions to improve framework goals for priority technologies meet goals asset performance asset Guidance from Asset Management Diagnostic Tool



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

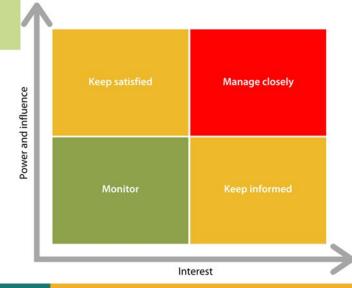




Stakeholders

• Funding organizations

Internal stakeholders Accounting Officer Finance Chief Municipal Engineer Procurement Officer Community Development Planner External stakeholders End users (customers) Utilities/service providers Ministry of Local Government Multilateral or bilateral development partners





• Community Officer

• Operators and others who maintain priority assets

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



Assign a rapporteur Be prepared to discuss your answers You have 45 minutes for this exercise. In your breakout group identify:

- 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



Step 3: Current Methods and Technologies

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Guidance from Asset Management
Diagnostic Tool



Current Methods and Technologies

Methods and processes

- 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

Tools

- 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

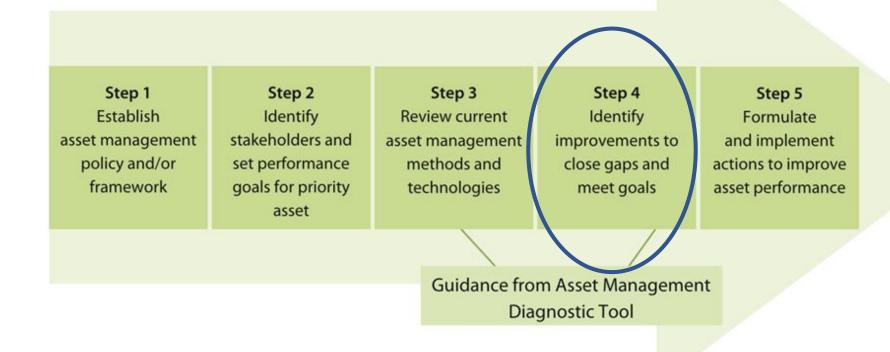
- Manual recording in Excel, incomplete data
- No process to document condition and performance
- Levels of Service (LOS) not defined
- No operational planning processes
- No process to incorporate sustainability in decision making

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

So What?

Actions

- Develop maintenance plan
- Review treatment process
- Improve data



Step 4: Example

Tanga City gap analysis (AMAP Table 4)

Priority asset	Perfor- mance 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
- 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

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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

Funding and source

Table 5a

Actions and resources required

Actions required List all actions previously identified as needed	Owner	Resources required include new and existing			
to address your gap		People	Training/mentoring		
			Table 5b Our AMA		
			Priority acti		

Our AMAP priorities

Tools

Related actions	State any new resources needed; if none, state, 'can undertake with current resources'	Target date for completion	Funding and source
	Related actions	Related actions State any new resources needed; if none, state, 'can	Related actions State any new resources needed; if none, state, 'can completion



Your AMAP Step #5



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

- 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



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

