

PART 2 – WEAVING THE PIECES



A Checklist of Top Questions and Issues for Making Infrastructure Decisions

COMMUNITY	
<p>Community Members: Do our community members have an awareness of Asset Management?</p>	<p>See Community Awareness Strategy, Suggestions for Community Engagement, Examples for Community Engagement Materials , Strategies and Tips for Communicating with Community Members</p>
<p>Chief and Council Do Chief and Council have the information they need to make effective decisions about infrastructure services? Do they understand the role of Asset Management in evidence-based decision-making?</p>	<p>See developing your asset management strategy and documenting decision-making processes</p>
<p>Administration: Does Administration and Staff in my community have a vision for Asset Management and clear direction from Chief and Council?</p>	<p>See Council Resolution, see summary of regional and national tools and standards</p>
<p>Asset Management Policy: Does our community have an Asset Management policy in place?</p>	<p>See Asset Management Policy</p>
<p>Succession Planning: Do we have a documented process in place for succession planning, and knowledge transfer?</p>	<p>See Resources to help your community plan for turnover</p>
<p>Knowledge/Skills Do I feel that my knowledge and skills are sufficient to participate in an Asset Management program? What gaps exist and how might I embark on filling those gaps?</p>	<p>See Sample Asset Management Competencies for Job Descriptions</p>
<p>Cross-Functional Team: A cross-functional (multi-department) team has been established to manage community infrastructure</p>	<p>See Team Terms of Reference</p>
<p>Resources: Do we have sufficient resources (people, tools and finances) are available for our team to manage infrastructure effectively and efficiently?</p>	<p>See tips and sample for developing a maintenance management plan</p>

Roles Documented: Are roles and responsibilities related to managing community infrastructure are clearly documented and communicated?	See Sample Asset Management Competencies for Job Descriptions
Asset Management Priority: Are sufficient budgets, staff time and training resources dedicated to establishing and using effective systems for sustainable infrastructure management in my community?	See developing your asset management strategy
INFORMATION	
Consolidated Inventory: Does our community have a consolidated inventory of our community-owned infrastructure assets?	See Inventory Spreadsheet Template, Resources to help build our inventory based on existing information, Editable data gap analysis template, sample on page State of the Assets
Mapping Infrastructure: Has our community mapped our community-owned infrastructure assets?	See GIS information
Replacement Value: Do we know the replacement value of our community-owned infrastructure assets?	See Resources for Typical Asset Values
Condition/Remaining Life Data: Does our community have condition and remaining life data on community-owned infrastructure assets?	See Life Expectancy Tables, see resources for recording condition data
Performance Prioritization: Does our community utilizes a performance, failure or risk framework for prioritizing capital works?	See sample prioritization table and supporting resources
IT Tools: Are the IT tools we have appropriate for managing our infrastructure assets?	See Software Tools and how to decide when they are appropriate
SYSTEMS AND PROCESSES	
Asset Management Vision: Does our community have a vision statement for Asset Management?	See summary of regional and national tools and standards
Asset Management Strategy: Does our community have a strategy for Asset Management?	See developing your asset management strategy
Maintenance Management: Does our community has a community-wide maintenance management program?	See tips and sample for developing a maintenance management plan
Performance Tracking: How does our community track performance of infrastructure in the community (e.g., failures, leaks, etc.)?	See procedure for measuring the performance of service levels

Data Maintenance/Updating: Do we regularly maintain and update Infrastructure data?	See tips and sample for developing a maintenance management plan
Documented Levels of Service: Does our community have documented Levels of Service?	See documenting services levels for each major asset category
Decision-Making Process: How do we record decision-making processes for Asset Management?	See documenting decision-making processes
Risk Assessment: Does our community use a risk assessment framework to inform infrastructure decisions?	See resources for developing a risk matrix
MONEY	
Financial Planning - Short Term Plan: Does our community have a short term (1-5 year) financial plan in place that includes funding capital renewal, operations and maintenance, and new capital for our community's infrastructure assets?	See Resources for developing short- and long-term financial plans
Financial Planning - Long Term Plan: Does our community have a long term (25 year) financial plan in place that includes funding capital renewal, operations and maintenance, and new capital for our community's infrastructure assets?	See Resources for developing short- and long-term financial plans
Annual Infrastructure Budgeting: Does our community's annual budgeting process involve infrastructure planning?	See sample budget and resources to support cash flow forecasting, resources for calculating target reinvestment rates
Collect User Rates: Does it make sense for our community to collect user rates for services provided (e.g., Water, garbage, etc.)?	
Funded Sustainably: Is our community's infrastructure funded at a sustainable level?	See comprehensive list of funding sources, see sample budget and resources to support cash flow forecasting, resources for calculating target reinvestment rates
IMPLEMENTATION AND MONITORING	
What are the top 3-5 priorities for your Asset Management Program?	Perhaps these items can make up the first phase or two of your implementation program. – also see Asset Management Roadmap
How are you going to track progress?	Perhaps there a checklist or roadmap that each person on your team can easily reference with your priorities.

<p>Who is your champion for Asset Management (this can be a team or person)?</p>	<p>They don't need to DO all of the work, but you will want someone who can keep the momentum going perhaps by scheduling meetings, or checking in on tasks that have been assigned to different team members.</p>
<p>How will you decide if you've been successful?</p>	<p>Think about the ways you can monitor your progress. This could be with smaller tasks that work towards a larger goal. You will want a baseline to measure progress from.</p>
<p>What does your monitoring program look like?</p>	<p>Consider what data you will need, when and how you will evaluate progress, what kind of reporting you will do – and to who, and when it makes sense to update your goals and objectives.</p>
<p>What timeframe are you working towards?</p>	<p>Break your actions into phases, and assign clear timelines too</p>
<p>Do you need external support to take the next steps?</p>	<p>This could be training for staff perhaps through a specialized course, it could be attending conferences, it could be reaching out to neighbours and creating a network of knowledge, or it could be consultants that can assist with technical aspects your program and providing mentorship.</p>