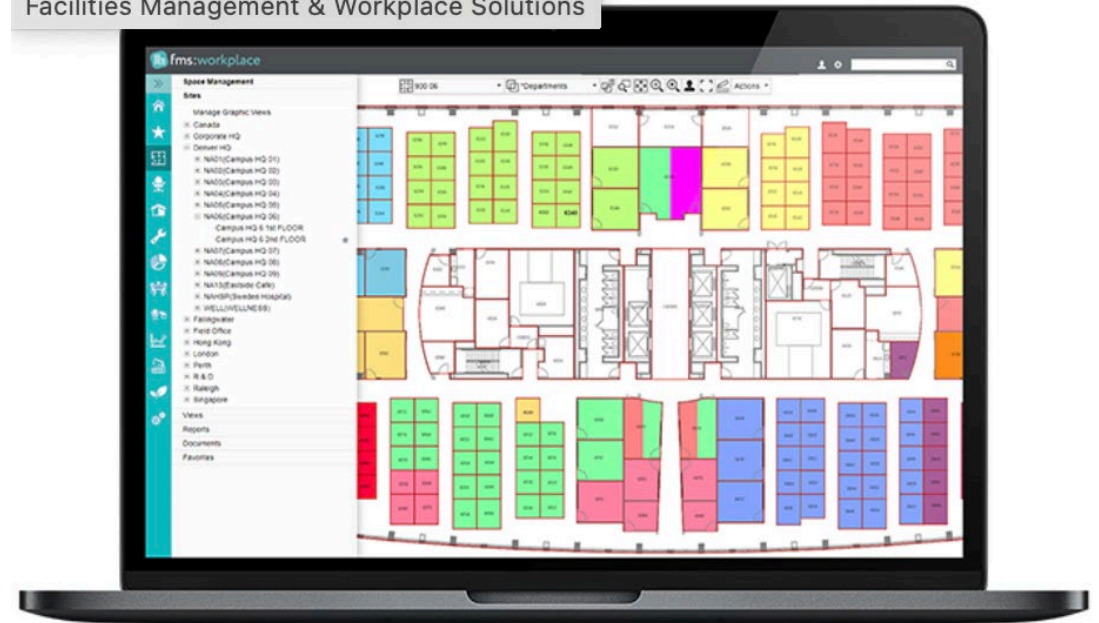# EMORY SPACE:
SPACE MANAGEMENT
PILOT

July 1, 2022

Agenda

1. Welcome, Background & Goals

2. Overall Timeline & Current Status

3. Pilot Assignments:

   Roles, Permissions & Approvals

4. Pilot Timeline & Next Steps

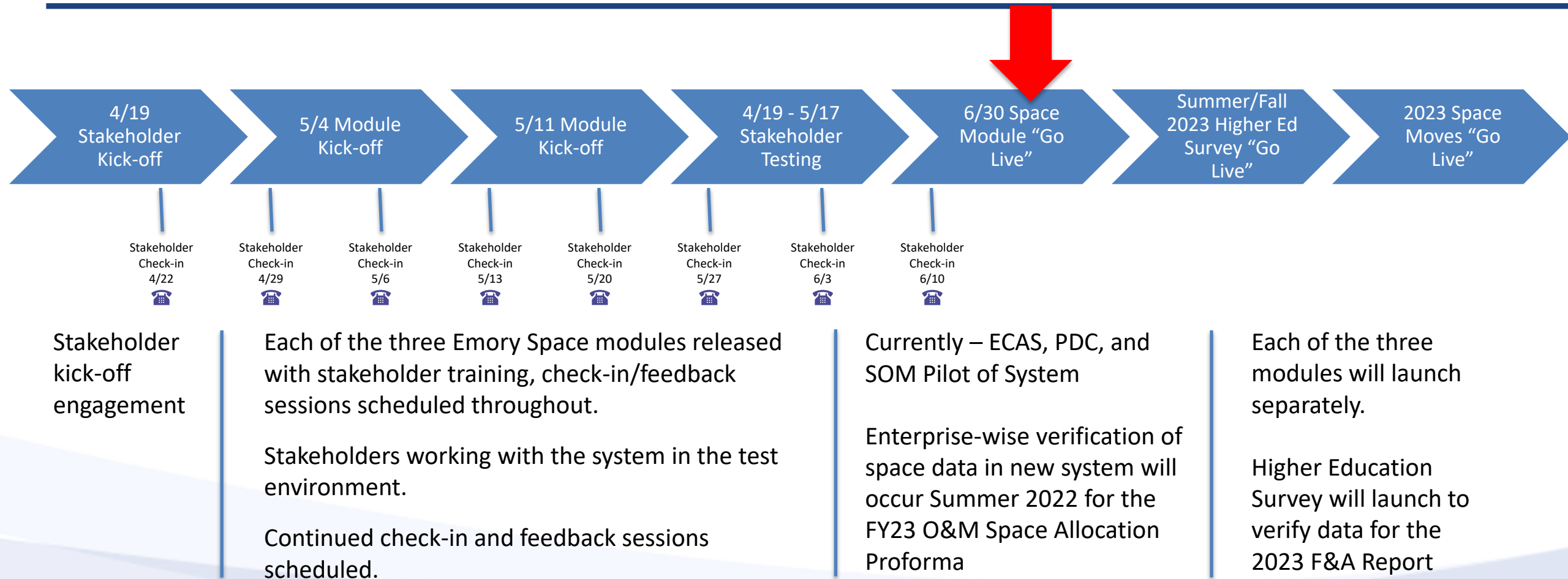Facilities Management & Workplace Solutions

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Emory Space – Timeline

4/19 Stakeholder Kick-off	5/4 Module Kick-off	5/11 Module Kick-off	4/19 - 5/17 Stakeholder Testing	6/30 Space Module "Go Live"	Summer/Fall 2023 Higher Ed Survey "Go Live"	2023 Space Moves "Go Live"

Stakeholder Check-in 4/22 ☎

Stakeholder Check-in 4/29 ☎

Stakeholder Check-in 5/6 ☎

Stakeholder Check-in 5/13 ☎

Stakeholder Check-in 5/20 ☎

Stakeholder Check-in 5/27 ☎

Stakeholder Check-in 6/3 ☎

Stakeholder Check-in 6/10 ☎

Stakeholder kick-off engagement

Each of the three Emory Space modules released with stakeholder training, check-in/feedback sessions scheduled throughout.

Stakeholders working with the system in the test environment.

Continued check-in and feedback sessions scheduled.

Currently – ECAS, PDC, and SOM Pilot of System

Enterprise-wise verification of space data in new system will occur Summer 2022 for the FY23 O&M Space Allocation Proforma

Each of the three modules will launch separately.

Higher Education Survey will launch to verify data for the 2023 F&A Report
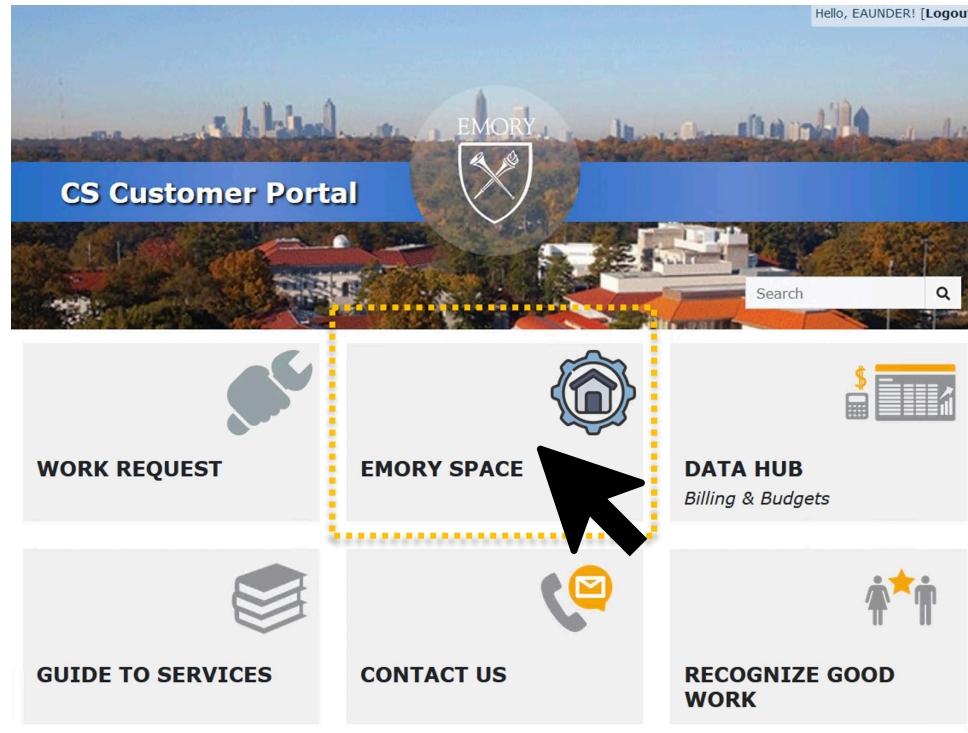
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First Step: Provide Access & Assign Role

1. Visit Emory Space Website via CS Customer Portal
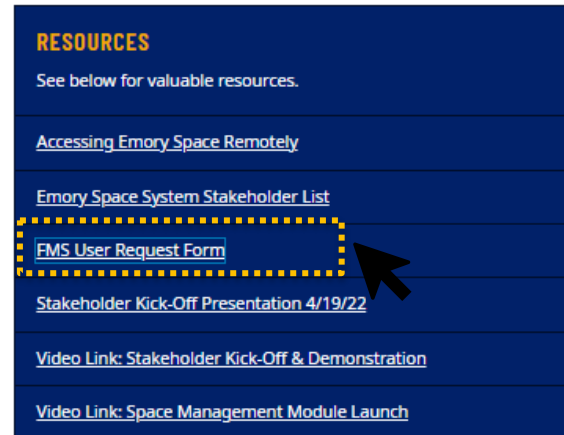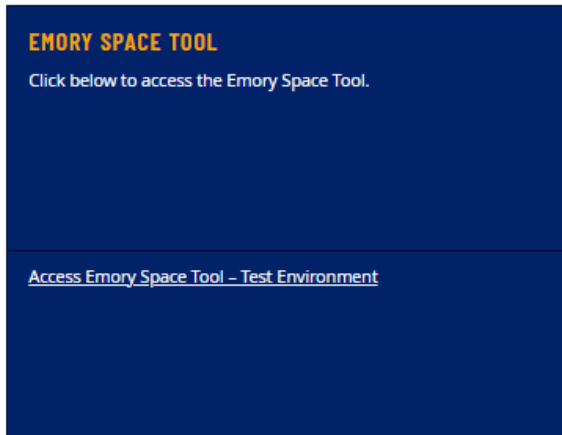
2. Review Stakeholder List under "Resources"

First Step: Provide Access & Assign Role

1. Make edits to your team and their roles

2. Submit edits to CSIT

Second Step: Get into Emory Space

EMORY SPACE TOOL

Click below to access the Emory Space Tool.

Access Emory Space Tool

RESOURCES

See below for valuable resources.

Accessing Emory Space Remotely

Emory Space System Stakeholder List

FMS User Request Form

Stakeholder Kick-Off Presentation 4/19/22

Video Link: Stakeholder Kick-Off & Demonstration

Video Link: Space Management Module Launch

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Third Step: Let's get to work!

How to get help with a technical issue...

Contact the "Emory Space" Systems Admins within CSIT to get help with your FMS: Workplace issues...

1

[Click the link to ServiceNow](#)

2

Fill out the form

3

Resolve

CSIT will work on the items and send you an email when it is resolved

Alternatively, you may send an email to cshelp@emory.edu

How to get help with an Emory Space administrative question/issue...

Contact the "Emory Space" Space Admins via the following Issues Log and weekly Q&A Zoom drop in...

1

Document your question within the Issues Log →

2

Assigned Space Admin direct Email/Phone Communication Follow Up →

3

Resolve & Share with Pilot Group in Feedback Session and/or weekly Q&A Zoon Drop in

	SPACE PILOT ISSUE LOG						
#	STATUS	DESCRIPTION	ASSIGNED TO	START DATE	% COMPLETE	DATE COMPLETE	IMPACT
1	Open	Example issue description	Trisha Nelson	07/01/22	100%	1-Jul-22	Medium
2							

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ECAS & SOM: Pilot Overview

- Pilot Goals:
  - Request team member access to Emory Space
  - Confirm assigned buildings (min. 2 departments)
  - Confirm floor plans (min. 2 departments)
  - Assign/Confirm departments to space (min. 2 departments)
- Nice to have Pilot items:
  - Test Systems Admin Support
  - Confirm space use
  - Assign faculty/staff to space
  - Test out of box reports
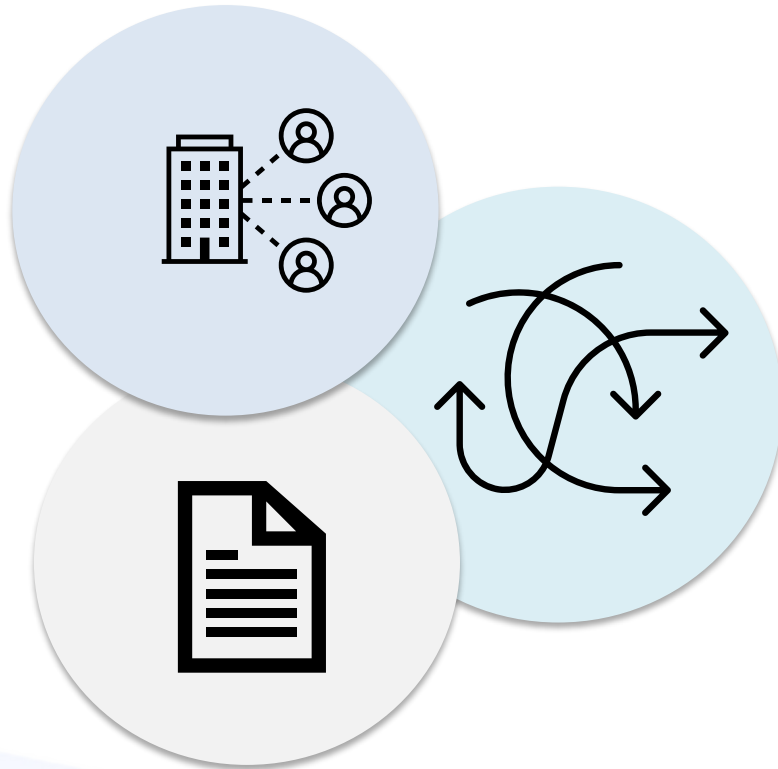 - Wish list? What's Missing?

School/Unit Approvals Workflow

- Link to AMS tutorial video
- Roles
  - School & Unit Space Admin
  - School & Unit Users
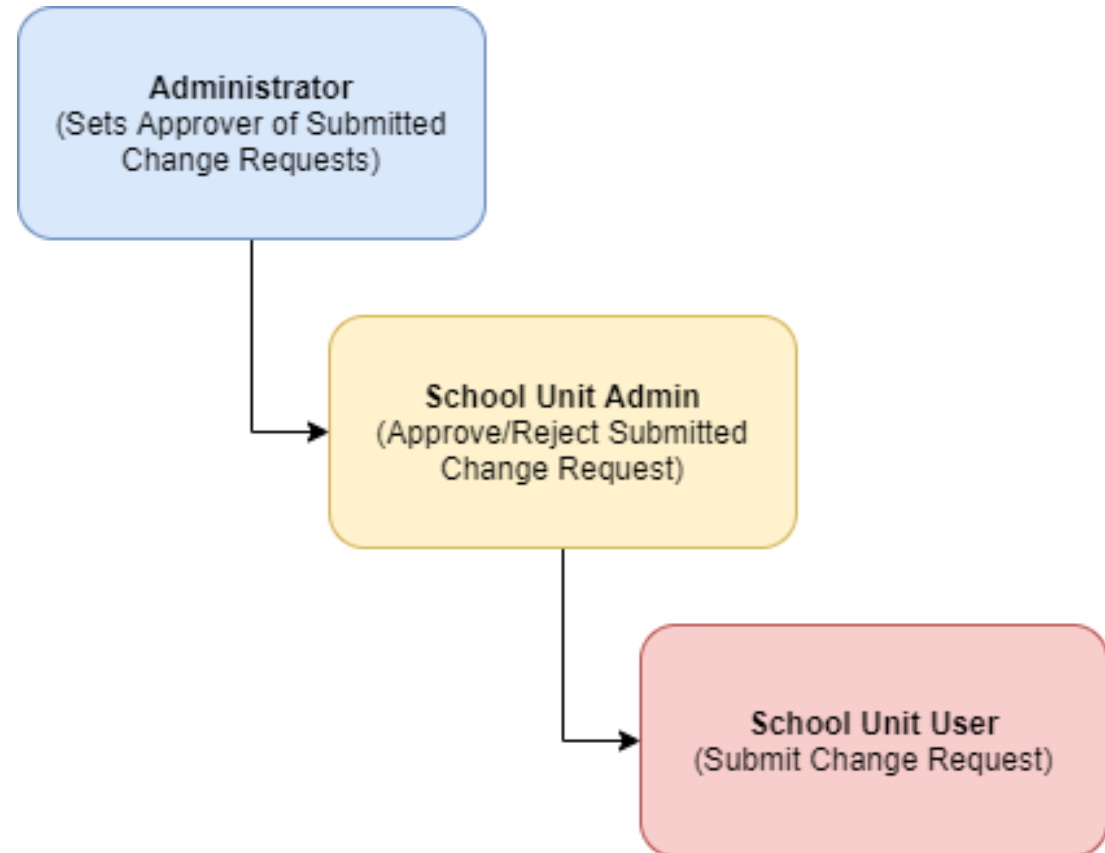
PDC: Pilot Overview

- Pilot Goals:
  - Run typical building data report scenario
  - Run typical department location report scenario
  - Run through layout update request scenario
  - Run through vacant space report
- Nice to have Pilot items:
  - Test Systems Admin Support
  - Test out of box reports
  - Wish list? What's Missing?
- Roles: Space Admins

FM & TPS: Pilot Overview

- Pilot Goals: (Hal, Adele, Ken, Jacob Reyes, Chris Fox)
  - Look at floor plans and how departments are assigned
  - How can this tool be helpful to you in your day-to-day?
- Nice to have Pilot items:
  - Test Systems Admin Support
  - Test out of box reports
  - Wish list? What's Missing?
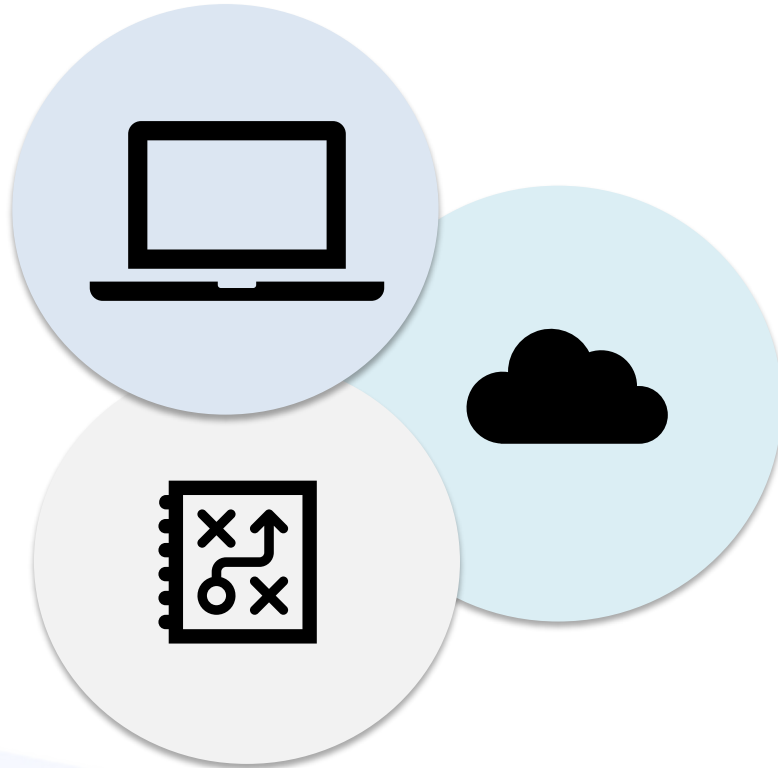- Roles: School/Unit Users

CS Finance & Controller: Pilot Overview

- Pilot Goals:
  - Test out of the box reports
  - Outline first draft report for O&M Space Allocation report
  - Brainstorm F&A Space Management tools
- Nice to have Pilot items:
  - Test Systems Admin Support: Service Now Ticket at CSIT
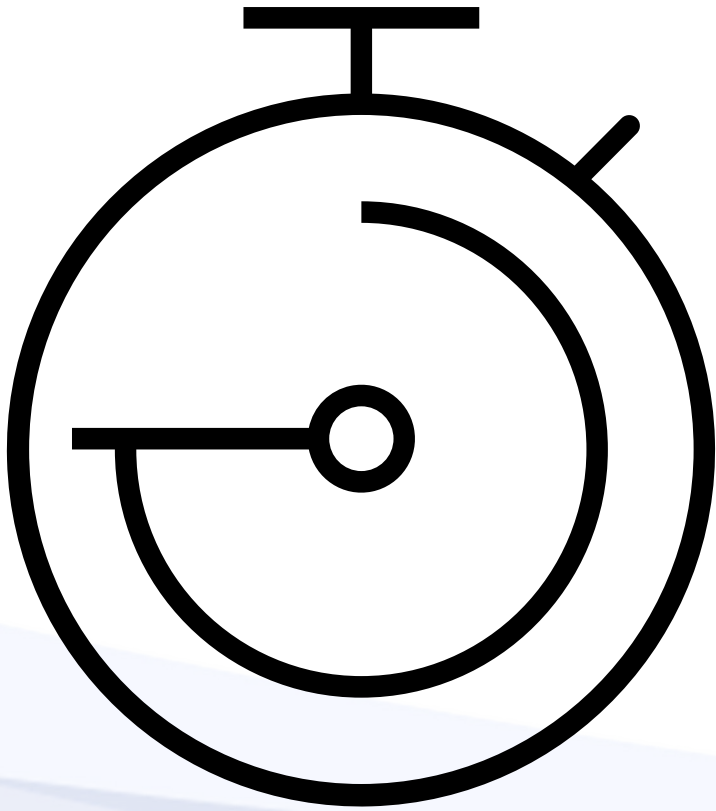 - Wish list? What's Missing?
- Roles: Space Admin

CSIT & AMS: Pilot Overview

- Pilot Goals:
  - Provide Access to School/Unit Users
  - Assign Roles
  - Respond to Systems Admin Support
  - Troubleshoot
- Nice to have Pilot items:
- Roles: Systems Admin

Summer 2022 Timeline

- Pilot 7/1/2022 – 7/15/2022
  - Kick Off Meeting: 7/1/2022
  - Team Member Assignments: 7/6/2022
  - Feedback session: 7/8/2022
  - AMS "feedback" integration deadline: 7/13/2022
  - Emory to confirm feedback integrated: 7/15/2022
- Summer 2022 Space Data Verification 7/21/2022 – 9/9/2022
  - Town Hall: 7/21/2022
  - School/Unit assignments/delegate: 7/21/2022 – 7/27/2022
  - School/Unit to confirm building floor plans & assign departments to space: 7/28/2022 – 8/24/2022
  - O&M Draft Reports Issued: 8/25/2022-8/26/2022
  - O&M Comments/Edits Deadline: 9/1/2022

Next Steps

Ready... Set... GO!

- Assign Team Members
- Run tests!

All project materials& resources available via CS Customer Portal:

[CS Customer Portal](#)