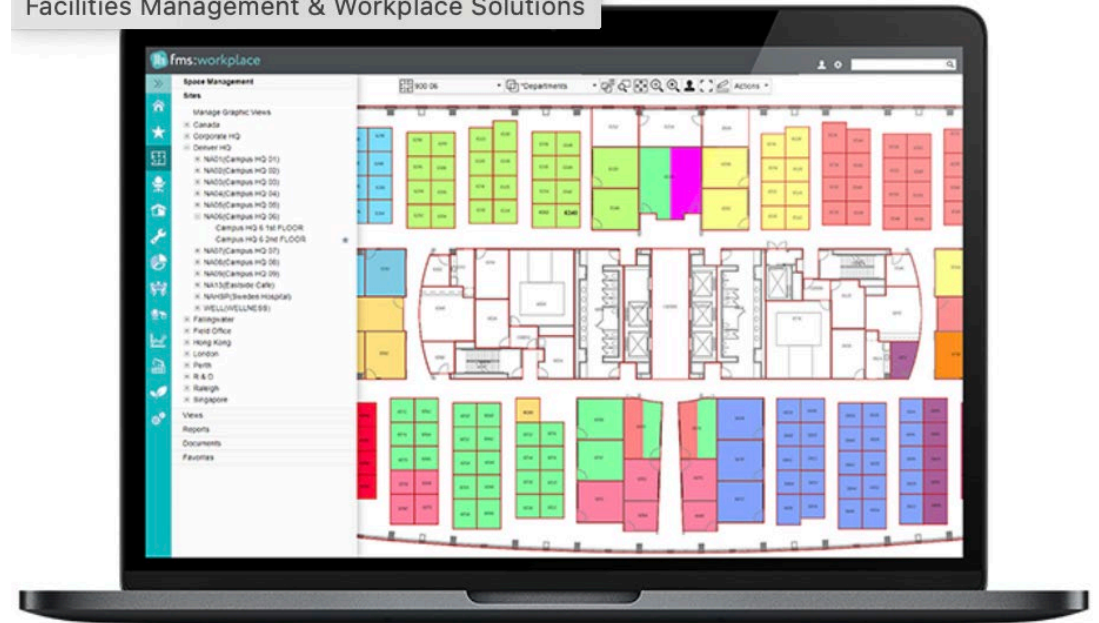# EMORY SPACE: SPACE MANAGEMENT TOWN HALL

July 21, 2022

Agenda

1. Welcome, Background & Goals

2. Overall Timeline & Current Goals

3. Summer 2022 Space Data Validation Assignments
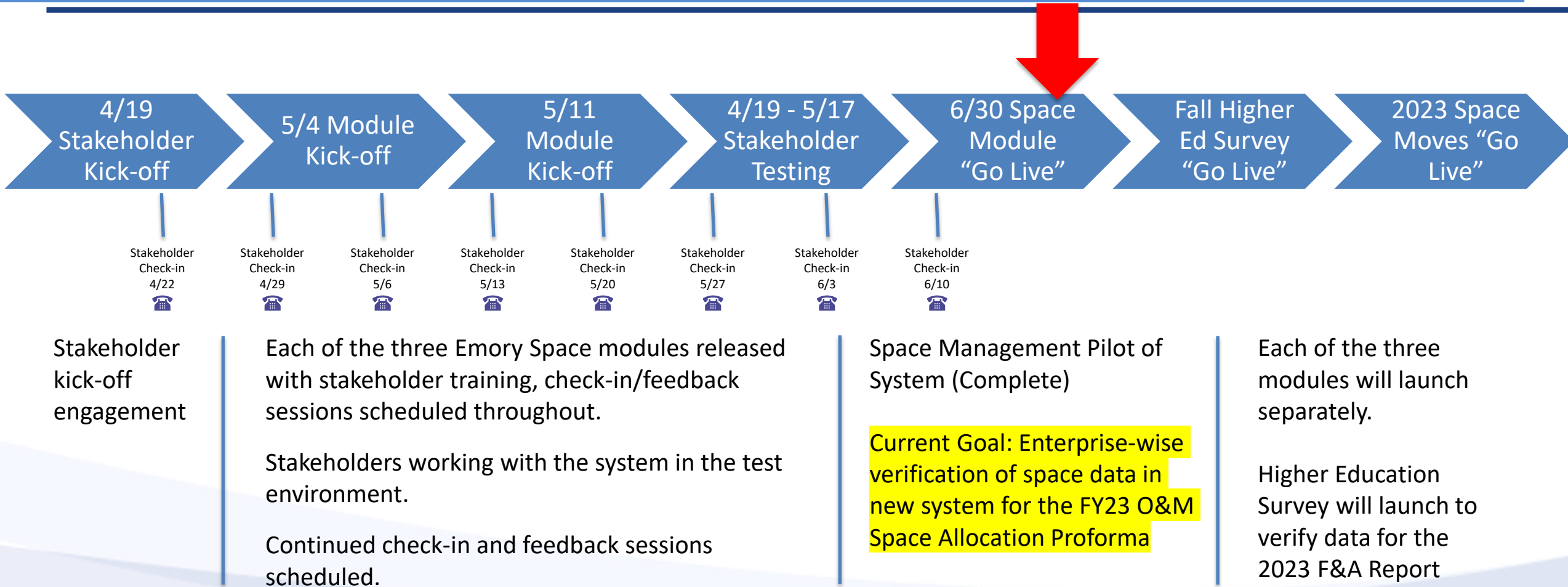
4. Space Data Validation Timeline & Next Steps

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" | Fall 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.

Space Management Pilot of System (Complete)

Current Goal: Enterprise-wise verification of space data in new system 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
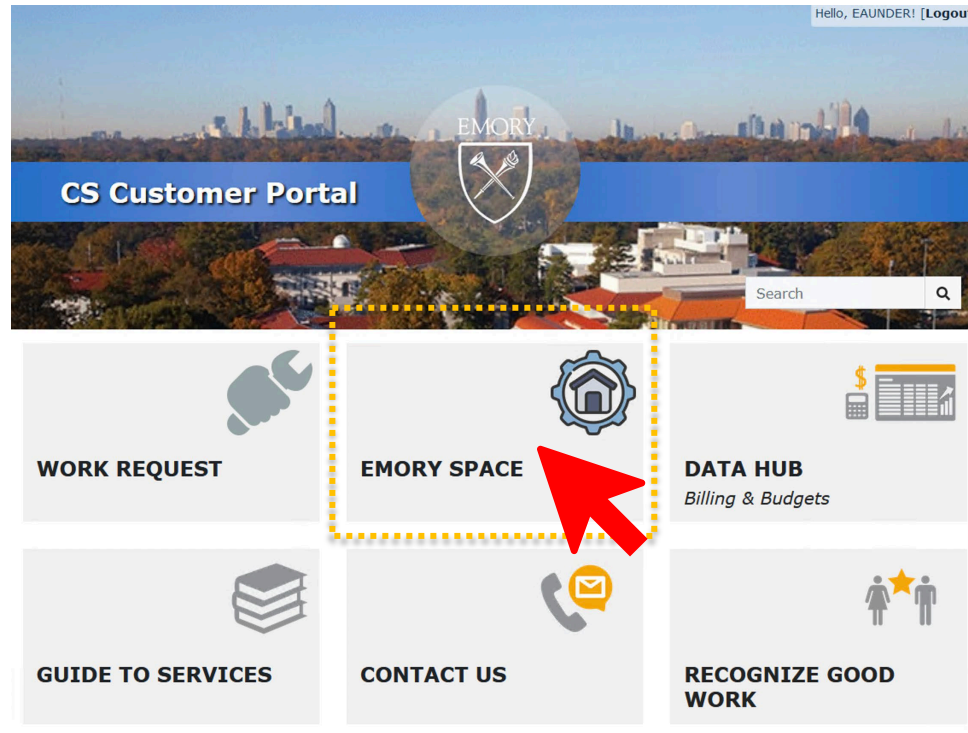
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First Step: Provide Access & Assign Role

1. Visit Emory Space Website via [CS Customer Portal](#)

2. Review Stakeholder List under "Resources"

First Step: Provide Access & Assign Role

3. Request Access and/or Submit Role edits to CSIT

Users may request changes to their own role. CSIT asks that you email your Space Admin's approval along with your submitted request to modify your role.
School/Units Admins may make changes for their team without any additional approvals.

Second Step: Get into Emory Space

EMORY SPACE TOOL

Click below to access the Emory Space Tool. *Apple users, please download and use Chrome 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

Presentation: Pilot Kick-Off 7/1/22

Presentation: Stakeholder Kick-Off 4/19/22

Video Link: Pilot Kickoff Departmental Assignments - Approval Process

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

2

3

[Click the link to ServiceNow](#)

Fill out the form

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 Stakeholder Group in weekly Q&A Zoon Drop in

	SPACE DATA VERIFICATION ISSUE LOG								
# STATUS	DESCRIPTION		REPORTED B⌄	ASSIGNED TO⌄	DATE REPORTED ⌄	% COMPLETE ⌄	DATE COMPLETE ⌄	RESOLUTION NOTES ⌄	IMPACT ⌄
1 Open **TEST**			Julie	Rich and Edgar's Team	29-Jun-22	0%	-	Researching solution	Medium
2									

PDC Campus Planners will also check in with their CIP assigned Schools/Units to track progress and help triage any issues. They will be in direct contact with the lead School/Unit Space Admins.

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School & Unit Assignments

- Summer 2022 Space Verification:
  - Request team member access to Emory Space
  - Confirm assigned buildings
  - Confirm floor plans
  - Assign/confirm departments to all School & Unit space
- Notes:
  - Critical space data Summer 2022: Department Ownership of space (owning vs. occupying)
  - Nice to have information for later phases include assigning people to space, assigning occupying departments to space (owning vs. occupying)

Governance

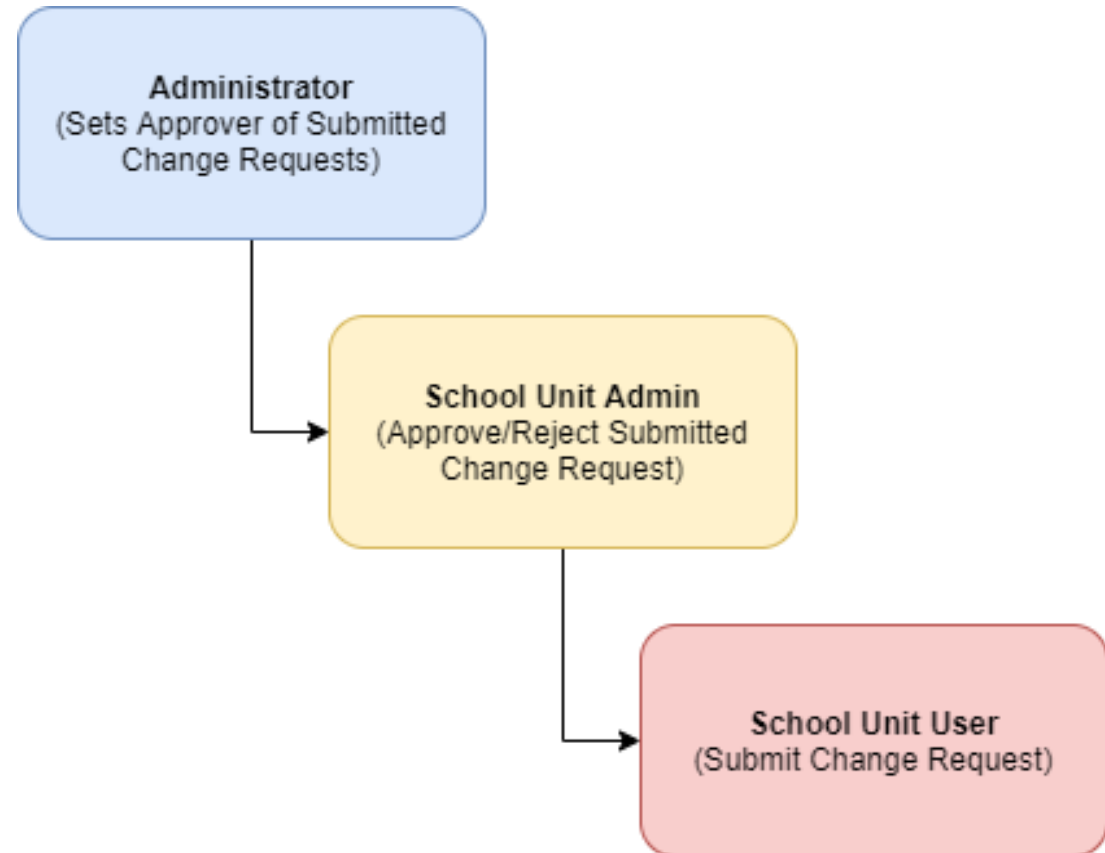Space Management Governance will follow the University's governance approval streams.

Approval Levels for Space Data Update Requests:
1) School & Unit Reporting Streams
   - Space Data Update Request within Department
   - Space Data Update Request within School/Unit
2) Space Data Update Request outside of School/Unit (Space Swaps)
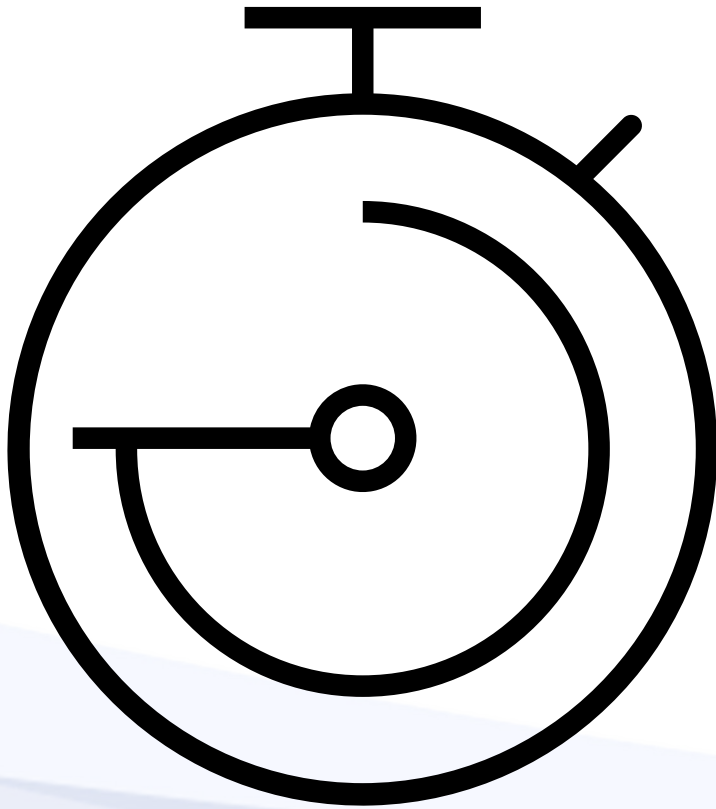

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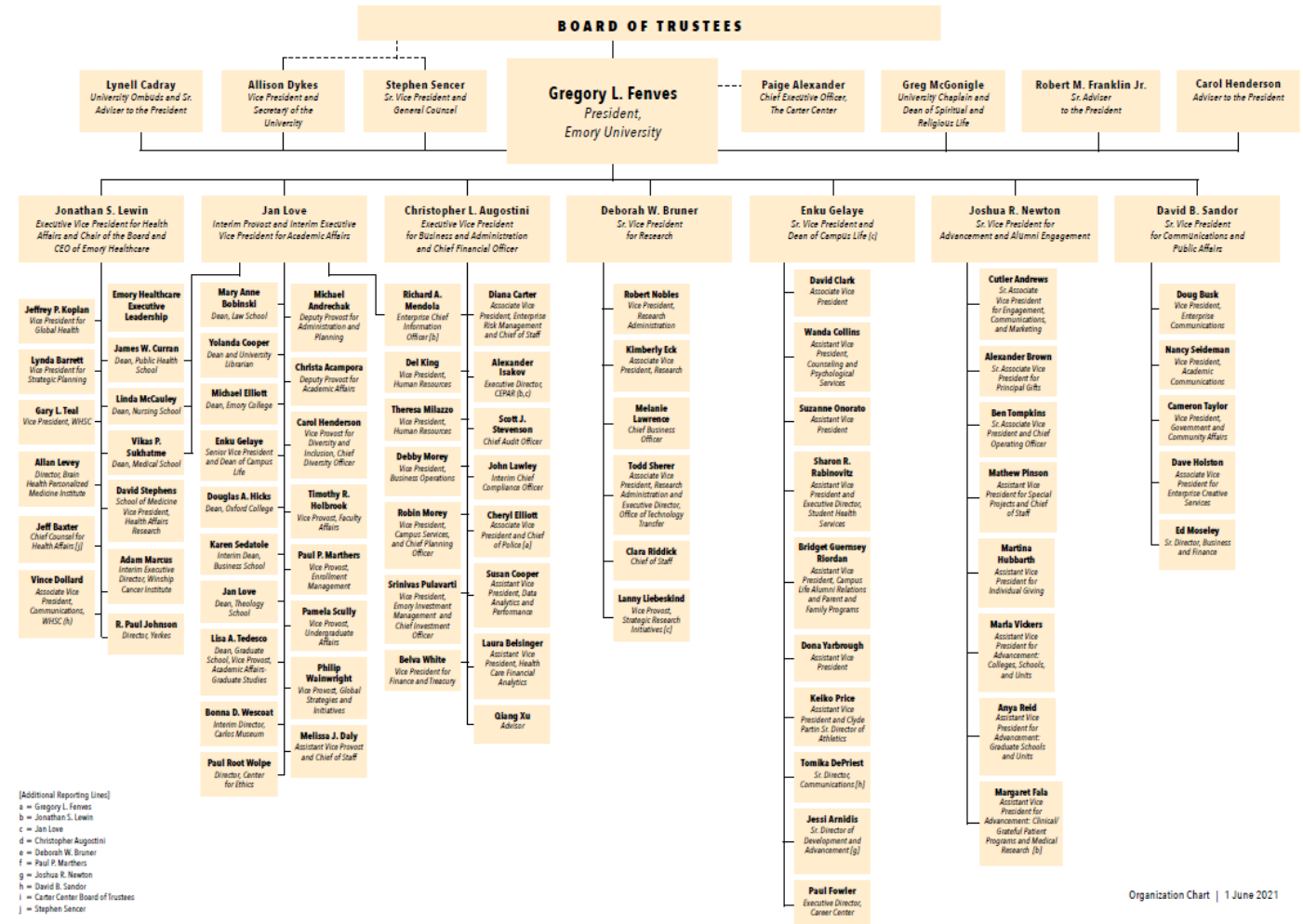
School/Unit Approvals Workflow

- Emory Space Approvals
- Roles
  - School & Unit Space Admin
  - School & Unit Users
- Link to AMS tutorial video

Administrator
(Sets Approver of Submitted Change Requests)

School Unit Admin
(Approve/Reject Submitted Change Request)

School Unit User
(Submit Change Request)

Summer 2022 Timeline

- 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

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Next Steps

Ready... Set... GO!
- Assign Team Members
- Assign/Verify Department Space Allocations

All project materials& resources available via CS Customer Portal:
[Link to CS Customer Portal](#)