

# FAMIS UPDATES

## December 2005

Progress continues towards implementation of the new FM Job Cost System, FAMIS. One of the many steps towards accomplishing the implementation is Business Process Analysis (BPA). A BPA is a high level review of a current business process - essentially it's a breakdown of who, what, where, when and how, we currently perform a particular task or job assignment. For example, we recently completed a BPA on "Location" data. With assistance from the PDCA staff, the BPA for location data reviewed the steps involved in determining the location codes that will be used in Banner and Job Cost for identification of site, building, floor and room data.

Once completed, BPA's will be mapped to the FAMIS software package and decisions made on how best to utilize the capabilities of FAMIS in accomplishing the FM mission. There may be a need to modify some of our current business practices so we can effectively and efficiently operate within the FAMIS software package. Since FAMIS is based upon a "best practices" concept we should benefit from any of these modifications. Your support, understanding and flexibility during the implementation of FAMIS are critical to accomplishing the change-over to this new software package.

Do you have any questions/ concerns about the implementation of FAMIS? Have you heard any rumors about the implementation of FAMIS that causes you concern? If so, take a minute and send an email to the FAMIS Core Implementation Team (**Gary Roberts, Elaine Kazmierski, Reatha Cammack, Steve Ludemann, Jeff Packer, and Gary Jordan**) at this email address: "FAMIS". Although we all have a lot to learn about FAMIS, the core team members will do their best to answer all your questions/ concerns. Remember you may have many of the same questions/ concerns as others and by asking you can help FM have the smoothest implementation and best system possible.