THE UNIVERSITY OF CHICAGO | Facilities Services

APPA AWARD FOR EXCELLENCE - DASHBOARD for GAP 1.0 & 2.0

As of 2/25/2020

A. Summary by Evaluation Area

	COMPLETE 1.0	COMPLETE 2.0	ON TARGET	DUE	OVERDUE	Total
1.0 Leadership	8.0	5.0				13.0
2.0 Strategic and Operational Planning	11.0	6.0	4.0			21.0
3.0 Customer Focus	6.0	2.0				8.0
4.0 Information and Analytics	7.0	6.0				13.0
5.0 Development and Management of Human Resources	11.0	8.0	1.0			20.0
6.0 Process Management	7.0	6.0				13.0
7.0 Performance Management	7.0	8.0				15.0
8.0 Other Considerations	1.0	6.0				7.0
Total	**58.0**	**47.0**	**5.0**	**0.0**	**0.0**	**110.0**

B. Summary by Unit Owner

	COMPLETE 1.0	COMPLETE 2.0	ON TARGET	DUE	OVERDUE	Total
Capital Project Delivery (KG)	2.5	1.5				4.0
Finance and Business Services (AP)	17.5	8.5				26.0
Operations (JD)	21.5	20.5				42.0
Campus Planning + Sustainability (AB)	4.5	7.5				12.0
All (SLT)	12	9.0	5.0			26.0
Total	**58.0**	**47.0**	**5.0**	**0.0**	**0.0**	**110.0**

C. High Risk Activities - Due within 45 Days

These activities may miss allocated deadlines, discuss necessary resources/realignment

Key

COMPLETE	
ON TARGET	
DUE within next **45 days**	
OVERDUE	

Key Activities & Dates

Strategic Plan Completion	Jan-18
Host IL Chapter of APPA Annual Meeting	Mar-18
Bring APPA Leadership Academy to campus	Mar-18
All Staff Meeting (Provost is Guest Speaker)	Jul-18
Submit Sightlines Data	Sep-18
Present APPA/NACUBO-Awarded Process at Annua	Sep-18
Prepare FMEP Interviewees (Late October)	Oct-18
Facilities Management Evaluation Program FMEP	Nov-18
Submit APPA Innovative Practices & Sustainability	Nov-18
Bring APPA Leadership Academy to campus	Nov-18
Accept Award at Nat'l Facilities Mgt & Tech Confer	Nov-18
Host an APPA Drive-In Workshop	Nov-18
Submit FPI Data (using sources for Sightlines data)	Dec-18
All Staff Meeting (Dr. Brazier is Guest Speaker)	Dec-18
Bring APPA Leadership Academy to campus	Feb-19
IL APPA Annual Meeting (Lisle, IL)	May-19
APPA Annual Meeting (Denver, CO)	Jul-19
MAPPA Annual Meeting (Minneapolis, MN)	Oct-19
APPA Award For Excellence Submission	Oct-19
APPA Award For Excellence Site Visit	Mar-20
Accept APPA Award For Excellence	Jul-20
FMEP (Every 2-3 years)	Oct-21

D. Project Overview

	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20
1.0 Leadership												
2.0 Strategic and Operational Planning												
3.0 Customer Focus												
4.0 Information and Analytics												
5.0 Development and Management of Human Resources												
6.0 Process Management												
7.0 Performance Management												
8.0 Other Considerations												

THE UNIVERSITY OF CHICAGO | Facilities Services

	COMPLETE	
	ON TARGET	
	DUE within next 45 days	
	OVERDUE	
	GAP 1.0	

Activity Number	Activity - AFE Criteria	COMPLETED GAP 1.0 Tasks	FMEP Recommendation	GAP 2.0 Owner	GAP 2.0 Project Lead	GAP 2.0 Task No.	GAP 2.0 Task	GAP 2.0 Due Date	GAP 2.0 Due Date Status Color
2.9	The operational units participate in the development of the construction program and are active participants in the acceptance of completed projects.	Conduct training on the process with both departments (capital projects and operations).	The informal committee that has been established to partner between these two groups be formalized and charged with the creation of a process that ensures that the zone or central shop staff participate in the design and capital construction process.	SLT	Adam Lucido, Charlie Maher, and Tom Deal	2.9.2	Committee 1 - Asset Information/E-Builder Organization • Create standard asset information form for commissioning agent • Develop a process for asset tagging during commissioning • Develop a standard and specifications for BAS graphics • Organize as built documentation in e-builder • Determine best system of record for maintaining documentation • Create a master facilities drawing system • Increase e-builder (or Archibus) access and training	ONGOING	ON TARGET
					Dan De Young	2.9.4	Committee 3- BIM • Develop BIM standards • Create process for BIM walkthroughs • Consider BIM requirements in contracts	TBD	ON TARGET
					Maya Gharpure	2.9.5	Committee 4- Pre-Project Coordination Committee • Costs are published too early in the planning phase (John D.) • Blur edges on new/existing - blend scopes of work (John D.) • Develop a workflow that clearly defines timing of involvement • Consider the creation of an OPS task force on projects • Risk vs. Contingency report for all possible pre-existing conditions • Add energy management to project planning • Client education • Process for schedule development • Process for budget development	TBD	ON TARGET
					Art Del Muro, Maya Gharpure, and C. Lee	2.9.6	Committee 5- Contract and Standard Review Adjunct Committee • Contract review and FS2 review as needed by committees 1-4	TBD	ON TARGET

Activity Number	Activity - AFE Criteria	COMPLETED GAP 1.0 Tasks	FMEP Recommendation	GAP 2.0 Owner	GAP 2.0 Project Lead	GAP 2.0 Task No.	GAP 2.0 Task	GAP 2.0 Due Date	GAP 2.0 Due Date Status Color
5.6	The organization promotes employee development and professional development through formal education, training, and on-the-job training such as rotational assignments, internships, or job exchange programs.	Create and launch a professional development program	Visit other colleges and universities to develop a more formalized training needs assessment program as well as identify programs that will meet the required and desired training needs of the various Facility Services departments. Develop a more formalized training needs assessment program to identify required and desired training needs of the department.	All	Adrian Velez	5.6.1	Provide professional development workshops and ensure that employees have access to Supervisor Training and Professional Development presentations in the employee toolkit.(due Jul 2019) Create a curriculm of university-wide or HR administered courses that are offerred to every FS employee. (due Jun 2020)	June 2020	ON TARGET