NPMA

Value Through Professional Asset Management

Tips for Raising Asset Management Awareness

Provided by NPMA Membership – March 2018

#AssetManagementAwarenessMonth

Internal Cross Training Opportunities

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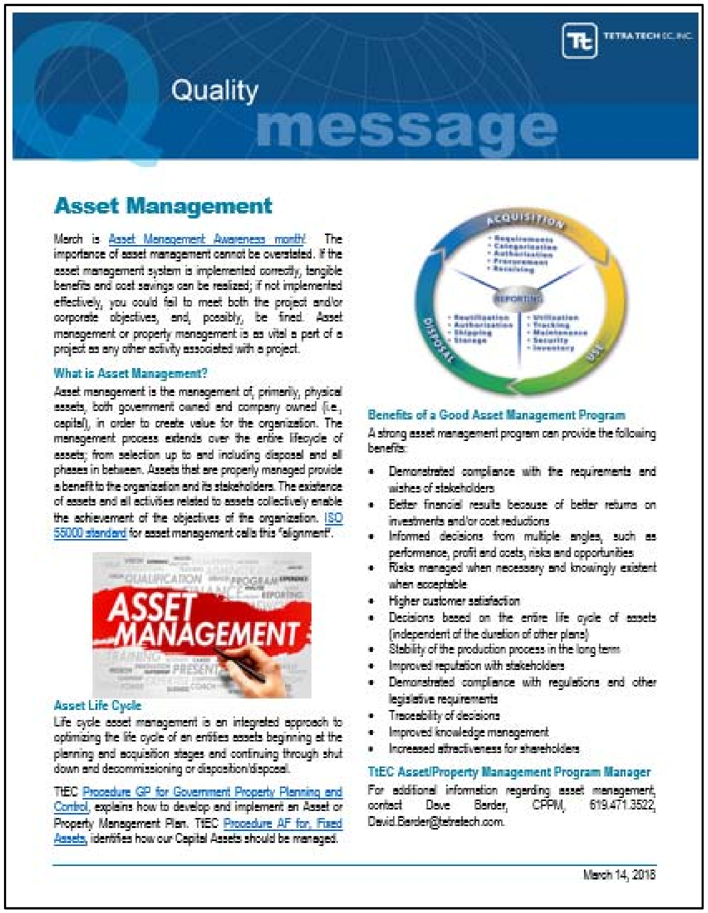
- Invite coworkers from other departments that affect asset management such as contracts, finance, and IT to participate in cross training opportunities.
- Create calendar invites for simple sharing and automatic reminders.
- In addition to personal invites, advertise training on posters in common areas or in e-newsletters.

Lunch and Learn

- Schedule lunch and learn webinars to promote awareness and importance of Property Management and Self Audits.
- Cover important topics and an open forum for discussion and questions.
- Offer to all employees, not just those responsible for the tasks.

Constant Communication

- Prepare and distribute quarterly presentations:
  - What is asset management
  - How everyone is necessary and needed to run asset management effectively
- Prepare and distribute monthly emails reminding employees:
  - Rules for moving assets
  - Why you should let your Asset Manager know when something was moved and where to
  - Upcoming or current activities such as inventory
- Include announcements on facility TVs



Quality message

Asset Management

March is Asset Management Awareness month! The importance of asset management cannot be overstated. If the asset management system is implemented correctly, tangible benefits and cost savings can be realized; if not implemented effectively, you could fail to meet both the project and/or corporate objectives, and, possibly, be fined. Asset management or property management is as vital a part of a project as any other activity associated with a project.

What is Asset Management?

Asset management is the management of, primarily, physical assets, both government owned and company owned (i.e., capital), in order to create value for the organization. The management process extends over the entire lifecycle of assets; from selection up to and including disposal and all phases in between. Assets that are properly managed provide a benefit to the organization and its stakeholders. The existence of assets and all activities related to assets collectively enable the achievement of the objectives of the organization. ISO 55000 standard for asset management calls this "alignment".

Asset Life Cycle

Life cycle asset management is an integrated approach to optimizing the life cycle of an entities assets beginning at the planning and acquisition stages and continuing through shut down and decommissioning or disposition/disposal.

TtEC Procedure GP for Government Property Planning and Control, explains how to develop and implement an Asset or Property Management Plan. TtEC Procedure AF for, Fixed Assets, identifies how our Capital Assets should be managed.

Benefits of a Good Asset Management Program

A strong asset management program can provide the following benefits:

- Demonstrated compliance with the requirements and wishes of stakeholders
- Better financial results because of better returns on investments and/or cost reductions
- Informed decisions from multiple angles, such as performance, profit and costs, risks and opportunities
- Risks managed when necessary and knowingly existent when acceptable
- Higher customer satisfaction
- Decisions based on the entire life cycle of assets (independent of the duration of other plans)
- Stability of the production process in the long term
- Improved reputation with stakeholders
- Demonstrated compliance with regulations and other legislative requirements
- Traceability of decisions
- Improved knowledge management
- Increased attractiveness for shareholders

TtEC Asset/Property Management Program Manager

For additional information regarding asset management, contact Dave Barder, CPPM, 619.471.3522, David.Barder@tetratech.com.

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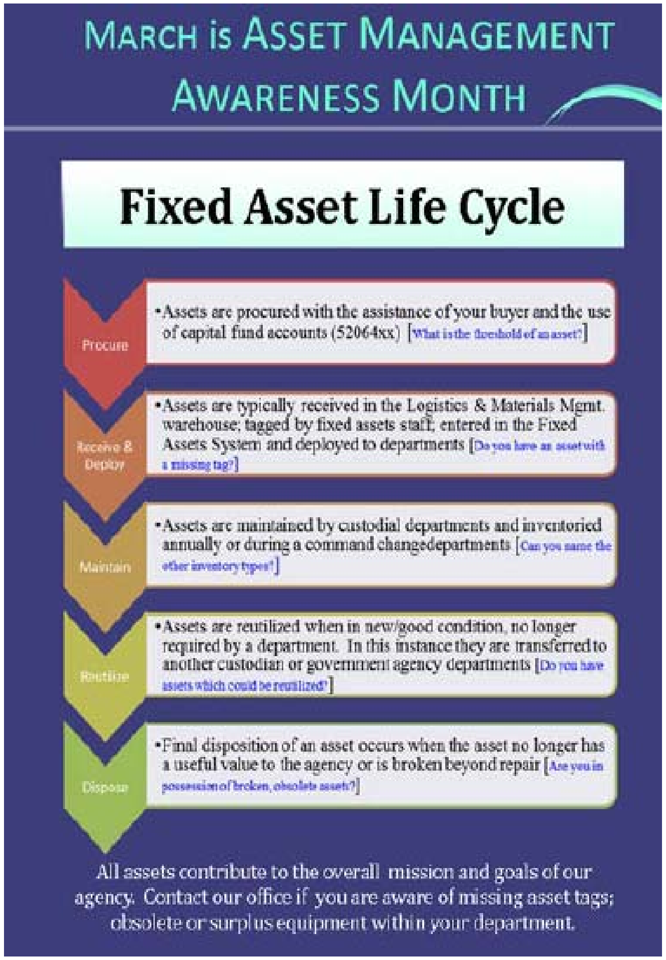
Sample provided by TetraTech

Accessible Information

- Make policies and procedures easily accessible and reference them at opportune times, etc.
- Send Custodian & Delegate Training and Orientation Property Handbook to 100% of employees.
- Include a Property Orientation as part of new employee onboarding
- Prepare a flyer highlighting the life cycle of assets within our organization.
- Display NPMA Awareness posters with contact information for property staff.



Sample provided by Eileen Hoffman

Make Awareness and Training Fun

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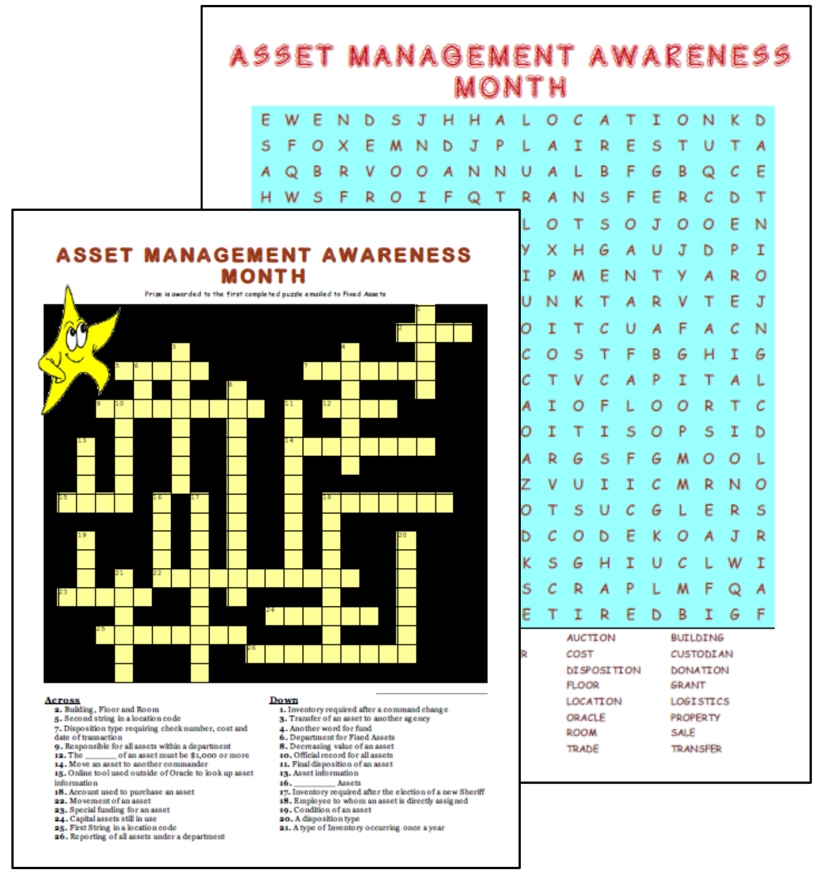
- I am also enhancing my end users knowledge of fixed assets terminologies, procedures and tips through:
  - –Crosswords
  - –Word searches
  - –Jumbled puzzles
- Prizes include organization pens highlight, coffee cups, gift cards, etc.



Samples provided by Eileen Hoffman

Branding Asset Management

- Promote Asset Management with Posters and Flyers
- Promote Asset Management with Videos
- Promotion through Social Media (i.e. #assetmanagement or #specialtooling)
- Create or contribute to blogs about asset management

Plan a Property Day

- Plan a day where you can set up a meet and greet table:
  - Hand out flyers and cake
  - Offer a chance to win a prizes for answering questions about property

Memorable Slogans

Create a catchy slogan for your department or other departments within your organization to help them understand the importance of asset management as it relates to them:

- For example, “Keep your tooling and assets accountable, It’s important to our business”

Keep Your Labs in the Loop

- Display Property Awareness signs outside labs where assets are used.

- Attend daily or regularly scheduled lab meetings to address property issues.

Decals Matter

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- Provide a fillable, downloadable form on your website for departments to use.
- Post flyers in high asset turn over areas such as server rooms or where there are issues that may lead to inappropriate asset movement/destruction.
- Encourage departments to place them in surplus accumulation areas and on notice boards in the buildings.

Sample provided by Colorado State University

Gain Management-Level Attention

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- Conduct self-assessments, third party audits, invite DCMA for an audit
- Share cost savings data

Celebrate Results!

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- “We once held a celebration lunch for end users and other key personnel after a zero-loss physical inventory.”

Invite Co-Workers to NPMA Meetings & Events

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- Invite coworkers from other departments and locations that affect asset management such as contracts, finance, and IT to participate in:
  - –NPMA Chapter Meetings
  - –Seminars
  - –Webinars

Promote Your Chapter

- Prepare an invitation for local universities, colleges, governments, etc.:
  - Tell them about NPMA
  - Invite them to your next Chapter meeting

- Provide potential members with information about NPMA
  - Link to the website and share some of the membership benefits (SIG, Magazine, Webinars, Education Seminars).

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ABOUT NPMA

NPMA is a professional membership association for those employees who have responsibility and ultimate accountability for the physical assets of their organization. Our Association members oversee the effective and efficient management of fixed-assets and ensure proper records are kept of the equipment, materials, or other movable and durable property on the inventory.

NPMA BENEFITS

- Industry Regulations
- Industry Standards
- Best Business Practices
- Networking
- Special Interest Groups
- Professional Certifications
- Education
- Customized On-site Training

OUR MEMBERS

NPMA is represented by asset management professionals across multiple industries including:

- Federal Government
- Aerospace and Government Contractors
- Fleet Management
- Medical Institutions
- Military
- State and Local Government
- Universities and Research Organizations

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