



# Facilities Update: May 2017



Neesha Oliver presents a system demonstration to state agencies.

## Facilities Portfolio Management Tool (FPMT) Project News: System go-live is right around the corner!

The project team has begun planning for training and developing the user guide. OFM conducted a readiness assessment to inform training. Thank you to everyone who provided feedback. We received responses from over forty agencies, which were predominately positive and very informative. Agencies provided input on their knowledge of the project and its impacts. OFM will use the feedback from the survey to coordinate communication and outreach and develop training materials.

## Agency Facilities Forum Presentation:

The FPMT project team provided a demonstration of the fully configured system at the May 11<sup>th</sup> Agency Facilities Forum held at DES headquarters.

The demo included an overview of system navigation, map features and a discussion of state business processes for reporting FIS. Agencies had an opportunity to see the process for adding and editing facilities data, reviewing data validation features and reporting.



About forty attendees viewed the demo at the Agency Facilities Stakeholder Forum.

## What's next?

The FPMT project team will begin system user training in June. Registration is open through LMS.

- The go-live date is on track for June 30<sup>th</sup>.

## To help the project you can:

- **Stay informed** – visit the [FPMT Project website](#) for more information.
- **Submit questions, comments, concerns and ideas for future improvements online** [HERE](#)
- **Engage** – attend informational meetings and demonstrations and provide feedback as needed. Let us know if you need more information.



## Facilities Portfolio Management Tool (FPMT) Training Schedule

The Office of Financial Management is deploying a new tool for state agencies, boards, commissions, and institutions to report their facilities inventory. This new system supports data validation, visual management through mapping, and real time reporting. To support the implementation of this system, OFM will offer training to ensure agencies are prepared to report their 2017 FIS data using this new tool. Training information is provided below.

**Agencies with five or less facilities will receive one-on-one training from OFM.**

Please contact us if you do not know which session to enroll in or if you are not available to attend these sessions.

### FPMT Agency User Training

This training is designed for large and medium agency facilities staff who will add, update, or inactivate facilities data for the annual Facilities Inventory report. Participants will learn the full business process, including how to request an account, navigate, add and edit data, and run reports. **Capacity:** 10 per session

<b>LMS Course Name:</b> OFM FPMT Agency User Training	<b>LMS Course ID:</b> OFM_FPMT User Training
<b>Class code:</b> OFM2251448017720170520120752	<b>Dates:</b> 6/20/17
OFM2251448017720170522181202	6/21/17
OFM2251448017720170522182137	6/22/17
OFM2251448017720170522182643	6/27/17
OFM2251448017720170522183129	7/11/17
<b>Time:</b> 8:00 AM – 5:00 PM, Lunch 12:00 PM—1:00 PM	<b>Hours:</b> 9, 1-hour lunch

### FPMT Agency User Training WebEx

This training is designed for agency facilities staff, not based in Olympia, who will add, update, or inactivate facilities data for the annual Facilities Inventory report. Participants will learn the full business process, including how to request an account, navigate, add and edit data, and run reports. **Capacity:** 10

<b>LMS Course Name:</b> OFM FPMT User Training WebEx	<b>LMS Course ID:</b> OFM_FPMT User WebEx
<b>Class code:</b> OFM2251448017720170522184642	<b>Dates:</b> 7/6/2017
<b>Time:</b> 8:00 AM – 5:00 PM, Lunch 12:00 PM—1:00 PM	<b>Hours:</b> 9, 1-hour lunch

### FPMT Agency Importer Training

This full day training is designed for pre-approved agencies that will import data from an existing system. Participants will learn how to populate the import template, view import results, verify a successful import and troubleshoot errors. **Pre-requisites are Agency User Training or Train-the-Trainer. Capacity:** 10

<b>LMS Course Name:</b> OFM FPMT Agency Importer	<b>LMS Course ID:</b> OFM_FPMT Importer
<b>Class code:</b> OFM2251448017720170522174945	<b>Dates:</b> 6/28/17
<b>Time:</b> 8:00 AM—5:00 PM, Lunch 12:00 PM—1:00 PM	<b>Hours:</b> 9, 1-hour lunch

#### Register online at:

[https://gm1.geolearning.com/geonext/wasdop/dynamicopensite.geo?id=A%2fK6JkMT2OTaH%2fpKyR7t0Ru%2fU%2bH9rm6lrGdcdaHcPZg%3d&nav=DOP\\_OS\\_Main](https://gm1.geolearning.com/geonext/wasdop/dynamicopensite.geo?id=A%2fK6JkMT2OTaH%2fpKyR7t0Ru%2fU%2bH9rm6lrGdcdaHcPZg%3d&nav=DOP_OS_Main)

**Contact Us:** [OFMFacilitiesOversig@ofm.wa.gov](mailto:OFMFacilitiesOversig@ofm.wa.gov), Neesha Oliver, Management Analyst, [neesha.oliver@ofm.wa.gov](mailto:neesha.oliver@ofm.wa.gov)  
360-819-3229