Level 2 Process Map – Asset Management – New Build

1. Oxhey Hall

   Start
   - Q1. Building signed off?
     - Yes: 1.1 Survey and tag
     - No: 1.2 Send to Asset Admin
   - 1.3 Survey and tag
   - 1.4 Send to Asset Admin

2. CAD Team

   - 2.1 Update Pythagoras
   - 2.2 Update Pythagoras
   - 2.3 Reassign assets to correct location
   - 2.4 Add assets to Planon
   - 2.5 Send asset list to Building Projects

3. Asset Administrator

   - 3.1 Add assets to Planon
   - 3.2 Assign to tentative location or unknown location
   - 3.3 Reassign to tentative location
   - Interface: Building signed off
   - 3.4 Add assets to Planon
   - 3.5 Send asset list to Building Projects
   - 4.1 Import location data

4. CAFM System

5. Building Projects

   - 5.1 Add Manuals, OM Data
   - End
The asset's size/dimension of an asset, effect if the CAD Team need to update BIM.