

12 – Evaluating the progress of the asset management plan



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Objectives

- Understand why an asset management plan evaluation would be important
- Understand the essential components of an evaluation plan
- Understand how the evaluation plan can be used – particularly in a marketing sense

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Why would an evaluation plan be important

- There may be several reasons that the plan is important
 - Given the case study, you may be committing around \$300,000 per year in specific projects and the board needs to know that those projects are being accomplished
 - Rates will likely be increased to fund the asset management plan and customers will want to know that their money is being used wisely
 - The asset management team will need to track the progress of the plan and make needed adjustment as time goes by
 - Regulators will be asking about the plan in inspections and other regulatory activities
 - You need some method of keeping up with the progress of the plan

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What does an evaluation plan look like?

- Every system will likely have their evaluation component in a different format
- No one particular format is “correct;” the format should depend on what works best for your system
- Some components will simply be a checklist while others will take on a much more formal role such as a logic model

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What information should the evaluation component contain?

- Securing debt financing (or grant financing) means that the system is not forced to save funds for the project
- However, for debt financing, the system will be forced to build debt service (principal plus interest payments) into the rate structure
- Saving before the loan closing can serve to reduce interest costs over the life of the loan
 - Depending on the bond structure, this may or may not be true for municipal bond sales
- Interest rate variations can make a substantial difference in the cost of financing over the life of the loan, particularly for longer term loans

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Basic pieces to an evaluation component

- Organize the asset inventory in a logical manner – maybe by time frame or type of project
- Consider each inventory line (or group) to be a “project” and determine the tasks needed to complete the project
- Develop a “completion matrix” to track the progress of each project.
- A spreadsheet works well for this because it can be printed at any time and can be easily adjusted when necessary.

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Asset management plan evaluation template

- There's a few things that you might consider when you develop the evaluation component – specifically, what information would be useful to your stakeholders
- The evaluation component should provide a list of the inventory
- Include comments about the condition from the original inventory; this helps you to remember what assets are more urgent to address
- Develop a system for grouping assets so that you can comment on multiple inventory items at one time – saves time and confusion
- If you use a spreadsheet to track the plan's progress, set up columns to represent different tasks. You can add or delete columns easily as the plan's needs change

See 12 – Evaluation Plan Template.xlsx spreadsheet

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Asset management plan evaluation component

- Remember that this piece of the asset management plan is developed to share (and maybe remember) information about the plan
- It should be useful to the operator, general manager, board, members of the asset management team, regulators, etc.
- **MOST IMPORTANT:** Don't wait until the plan is being implemented to develop the evaluation component. Develop whatever evaluation tool that you need as the plan is being developed.
 - **In other words, the evaluation piece should be begun when the Levels of Service are being developed**

See 12 – Evaluation Plan Template.xlsx spreadsheet

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Asset management plan evaluation template

- The website template is set up to be printed; this may or may not be important
- There are three Excel functions that are important with this kind of spreadsheet
 - Wrap Text
 - Merge (& Center)
 - Page Break Preview
- Having a digital version of a plan makes it easy to present and make edits at a board or asset management team meeting
- Working with Excel can be a bit frustrating if you're not familiar with the software. Get some help if you need it!

See 12 – Evaluation Plan Template.xlsx spreadsheet

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Asset management plan evaluation template

Wrapped text allows long comments

Asset Management Plan Evaluation								
System Category	Asset	Condition	Engineering Plans	Bids Let	Contracts Secured	Comments		
Dist	2" and 2½" lines on Gray Road and east Gray Road on New Light Road (18,777 feet; P-3, P-4, P-5, P-12, P-22)	Good condition, but area is gaining population; new customers can't be serviced – need replacing						
Dist	Line P23 – 2" line on west side Longview-Adaton Road heading to Morris Road – 964 ft	Very leaky; pipe is deteriorating						
Dist	Line P-42 - 2.00" line on Adation Longview Road S	Should be upgraded to 4" line						
Dist	Line P-43 - 2.00" line on Adation Longview Road S	Should be upgraded to 4" line						
Dist	Line P-44 - 2.00" line on Adation Longview Road S	Should be upgraded to 4" line						
Dist	Line P-8 - 2.00" line on Adation Longview Road S	Should be upgraded to 4" line						

Merged cells allow multiple items to be addressed by one comment. BUT MERGED CELLS ARE NOT EASILY SORTED!!!!

See 12 – Evaluation Plan Template.xlsx spreadsheet

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Asset management plan evaluation template

Automatic page breaks can split merged cells when printing. Use the page break preview and manually adjust breaks.

Asset Management Plan Evaluation						
System Category	Asset	Condition	Engineering Plans	Bids Let	Contracts Secured	Comments
Dist	New Light Road and Sturgis-West Point Road	Needs replacement for future expansion				
Dist	2" valve - Sturgis-West Point Road	Needs replacement for future expansion				
Dist	Line P-10 - 2.00" line beginning on corner of Sykes Road and New Light Road	Good condition; limited distribution				
Dist	Line P-31 - 2.00" line on Sykes Road	Should be upgraded to 4" line				
Dist	Line P-32 - 2.00" line on Sykes Road	Should be upgraded to 4" line				
Dist	Line P-47 - 2.00" line on Sykes Road	Should be upgraded to 4" line				
Dist	Line P-48 - 2.50" line on Sykes Road	Should be upgraded to 4" line				
Dist	Line P-9 - 2.00" line on Sykes Road	Should be upgraded to 4" line				
Dist	Line P-36 - 2.00" line on New Hope Church Road	Should be upgraded to 4" line				

See 12 – Evaluation Plan Template.xlsx spreadsheet

Asset management plan evaluation template

Asset Management Plan Evaluation						
System Category	Asset	Condition	Engineering Plans	Bids Let	Contracts Secured	Comments
Dist	2" valve - northwest corner of New Light Road and Sturgis-West Point Road	Needs replacement for future expansion				
Dist	2" valve - Sturgis-West Point Road	Needs replacement for future expansion				
Dist	Line P-10 - 2.00" line beginning on corner of Sykes Road and New Light Road	Good condition; limited distribution				
Dist	Line P-31 - 2.00" line on Sykes Road	Should be upgraded to 4" line				
Dist	Line P-32 - 2.00" line on Sykes Road	Should be upgraded to 4" line				
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Manually set page breaks to make your printing plainer

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