

PROGRESS REPORT

Working Group Name: TAMU Facilities Management

Working Group #: 23

Chair: Stephen Franklin

Date: April 13, 2022

Update on Actions Taken Since Last Report:

Working Group #23 has met weekly for 2hrs in each meeting.

Topics covered since last report:

1. Problem identification and impacts
 - a. Organized into 3 phases to be addressed by the Facilities Management department
 - b. Possible solutions provided for some issues
2. Identification of SAP/Rules that will need to be updated and changed
3. WG tasked with the development of a final report.

Next Major Issue to be Addressed:

1. Review and edits of report draft to be submitted to SIC to finalize WG efforts
2. Communication plan

Problems or Barriers Encountered and Solutions Identified:

Many of the personnel who help “facilities” roles in the past performed additional duties in support of the department. Creating a professional level facilities position comes with defined responsibilities that do not include some departmental responsibilities. A well clear and well communicated transition plan will be critical in ensuring daily operations are still performed.

Deliverables Completed:

1. Mission statement
2. Responsibility Identification
3. Position titles
4. Org Chart
5. Impact
6. Problem Identification
7. Identified KPIs, Metrics
8. Rules and SAPS identified

Timeline for Completion of Remaining Deliverables:

Timeline in place and on schedule for a May 1st final report.