

Date:

Participating Members:

Assessment Context:

**A-Specify and Standardize Data  
2-Treatments and Work**

# A.2.c – Process Documentation and Management

**Element** Established and documented responsibilities and business processes for updating asset information as assets are installed, maintained, upgraded, and replaced or removed.  
**Description**

Benchmark Level 0	Benchmark Level 1	Benchmark Level 2	Benchmark Level 3	Benchmark Level 4
Business processes for updating asset inventory, condition and work history information are ad-hoc and undocumented.	Business processes for updating asset information are established but not yet documented.	Business processes for updating asset information are documented in a general fashion based on a standard practice. Documentation is not shared in a consistent, highly visible and accessible place.	Business processes for updating asset information are documented in detail and include explicit information on when and how different data entities are created, updated, and deleted or archived. Documentation is stored in a highly visible, accessible place.	Business process documentation for updating asset information includes detailed business rules suitable for monitoring and/or automating data updates and exchange.
Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>
<input type="checkbox"/> Coordinate with field and office staff to identify current asset data updates based on asset work accomplishment.	<input type="checkbox"/> Develop standard operating procedures relating to primary asset maintenance activities and project types. Include steps for asset data updates.	<input type="checkbox"/> Augment standard operating procedures to include detailed responsibilities and instructions for asset data updates reflecting work accomplishment.	<input type="checkbox"/> Document detailed business rules for how individual asset data elements are adjusted based on work data. Establish metrics that can be used to evaluate process execution.	
<input type="checkbox"/> Coordinate with field and office staff to identify various business practices relating to asset work accomplishment tracking.	<input type="checkbox"/> Evaluate current business practices to identify where there are significant gaps in asset data updates relating to work accomplishment.	<input type="checkbox"/> Develop detailed process documentation identifying when various asset data entities are or should be created, updated, deleted, or archived.	<input type="checkbox"/> Define detailed exchange protocols facilitating automation of asset data updates based on capture of work accomplishment information.	
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	

**Assessment Notes:**

**Improvement Notes:**

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