

**INNOVATIVE IDEAS AND MAJOR ACCOMPLISHMENTS**  
**Facility Management, Planning and Site Acquisition**  
**2010**

NO.	INNOVATIVE IDEAS/MAJOR ACCOMPLISHMENT	BRIEF DESCRIPTION	DATE IMPLEMENTED	BENEFITS TO DISTRICT
1	Increased frequency of Project Progress Update and Maintenance (PPUMP) cycle from 6 updates per year to 24 updates per year even though the workforce was cut by fifty percent (50%).	PPUMP is the process whereby all Facilities & Construction Management Division projects' statuses and schedules are updated. In this process, which now occurs twice a month, the PMCS team generates and distributes project update forms to the Project Managers, meets with them, and assists them with updating their schedules and entering their status comments. The PMCS Schedule Analysts then process the PPUMP forms and update the projects' schedule information so it appears accurately on the Capital Projects Status Page on the web.	7/30/2010	The increased frequency of the Projects Updates has improved both the timeliness and the accuracy of the project data that appears on the web. This is especially laudable considering that it occurred after the staff was decreased by fifty percent (50%).
2	PPUMP Access Database	PMCS staff developed a database and processes that significantly improved the status reporting and schedule updating processes.	7/28/2010	This database, created by staff, replaced a web based reporting system that was developed by a consultant and was cumbersome, inflexible, and overly complex with a desktop/server based system that is simple and manageable by PMCS staff without the costly and time consuming requirement of using computer programmers to affect every minor change. The new system also reduced the paper and toner needed to produce the PPUMP forms by 87% and reduced the time staff spent generating the reports from 8 hours to 45 minutes.
3	Successful Approval of the Second Amended Interlocal Agreement for Public School Facility Planning (SILA)	The Amended ILA is a state mandated agreement between the School Board, Broward County and 27 municipalities to primarily address the availability of classroom space at District schools to accommodate students anticipated from proposed residential developments. In 2010, the School Board successfully received consent from Broward County and 22 municipalities to amend the ILA to allow the Board to in addition to space in permanent facilities, count space in portable classrooms as capacities to determine whether a school is over a certain threshold before it is determined to be overcrowded (or not meeting the Level of Service (LOS)). The agreement only allows for the use of capacities from portables up to school year 2018/19, and thereafter, only capacities from permanent facilities will be counted.	2/2/2010	Enables the District in addition to permanent capacity, to count portables in determining whether capacity is available to accommodate students anticipated from proposed residential development.
4	Revised and Created Detailed Procedure Manual for the FMP&SA Department	The Manual contains procedures which dictate steps that must be followed in the implementation of aspects of each section of the FMP&SA. The Manual is considered a "Live Document" that gets amended from time to time based on a suggested way to accomplish various aspects of the Department's responsibilities. This is accomplished via the first item listed on each weekly staff meeting agenda titled "New Idea/Solution". All staff in the Department and those present at the meeting are continually encouraged to come up with a better way to accomplish the various aspects of their responsibilities in line with the Department's Mission Statement. Thus, upon a proposed idea, which after further analysis at the meeting is deemed viable, the applicable area in the Procedural Manual is changed to reflect the idea.	8/1/2010	Ensures that all staff in the FMP&SA Department is aware of the procedures regarding their area of responsibility, provides an opportunity to staffers to as necessary become familiar with procedures pertaining to other areas of the Department, enables the functions of sections of the Department to be performed by applicable staff in that particular section if the primary staffer who performs such task is absent from the office (sick, on vacation, etc.), and ensures that the procedures are consistently applied by all staff in the Department.
5	Reconfigured Real Estate and Environmental Planning Files into Geographic Information System (GIS) Format.	Currently, the District's real property records are stored in various files, and cumbersome to access and manage. This staff initiative is to transfer and manage all pertinent District real estate real properties and associated data into the GIS environment. GIS is a System that allows for the graphical representation of real property on a customized map and subsequently link such information with their associated database.	9/1/2010	This format will allow for the graphical representation of the properties, query of the data for customized results, and easy access of the District's real property records. Also, management of the data in this format will allow for the customized presentation of pertinent real estate real properties and associated data to the School Board and the public.