



## FM MAP™ Model – Contract Scoping Questions

This is an outline of the issues that define the general scope of services desired from Facility Issues for setup of your custom FM MAP™ Model. This can be revisited after the initial development (30 days) and a month of your use.

### Logistics → determine “licensing” fee

Nature of project:

- A transitional project (<2 years) to develop skills/data and bridge to another solution?
- A stand-alone project anticipated for >2 years?
- Level of ongoing technical support desired from Facility Issues (none, support system “admin”)

Data file location:

- Microsoft cloud SharePoint (will be used for initial setup by default)
- Internal SharePoint (after initial setup and within 2 years)
- Internal network (after initial setup and within 2 years)

Current Microsoft Office/Power BI licensing:

- Version of Office is 2019 or 365
- Power BI is Pro or better for users identified below

Special contract/procurement conditions:

- Contract conditions (insurance, third party systems/reviews, general terms)
- Invoicing (system/method used, payment terms/types)
- Company IT account requirements if applicable

### Skills and Training → determine required training services & documentation

- Number of initial users (by category)
- Current skill level of users in Excel and Power BI (by category)
- Desired skill level of users in Excel and Power BI (by category)
- Prefer on-site or virtual training
- Level of user support desired from Facility Issues (train the trainer, support end users)
- Are end users going to build out additional reports on top of system?

### Schedule → define the key milestone dates

- 30-day initial setup (anticipated date for receipt of notice to proceed and initial data set)
- Special milestones for subsequent phases (based on technical scope)
- Training dates (based on number and types of users)