



FAST Data™ – Technical Scoping Questions

This is an outline to define the scope of the FAST Data™ Model setup, both initially and for “full” development based on current thinking. We will revisit this after the initial development (30 days) and a month of your use.

Charter → key objectives for the system and benefits to gain

By User profile - Who will use the system and why?

1. Users (quantity by category) anticipated to use the scorecard
2. Reports (topics) used by each user
3. Desired data restrictions?
4. Shared with occupants, leadership, regulators, financiers, public, etc.

Reporting / Displays

Desired “Reports” and contents of each – Sets of screens by topic?

- Monthly Variance
- Annual Report
- Quarterly Benchmarking (internal)
- Reports by user category
- Export data for Benchmarking
- Export data for Energy Star

Content / Data

The data types needed for the reports, sources of each, and contact person to review specifics for the data source (which of the following?):

Data	Initial	Next	Future	Contact Person
Master property list & demographics	X			
Space				
Facility Use/Occupancy				
FM staffing				
Opex budget				
Opex actual				
Capex budget				
Capex/project actual				
Asset values, condition, equipment				
Work orders				
Electrical usage				
Gas usage				
Water usage				
Lease abstracts				
Benchmarking program(s)				

Format → any preferences for “look and feel”

- Color scheme/organization design guide?
- Logo?
- Naming or “branding” of the system internally?
- Likely reporting method (printed, computer, mobile device, other.)?