

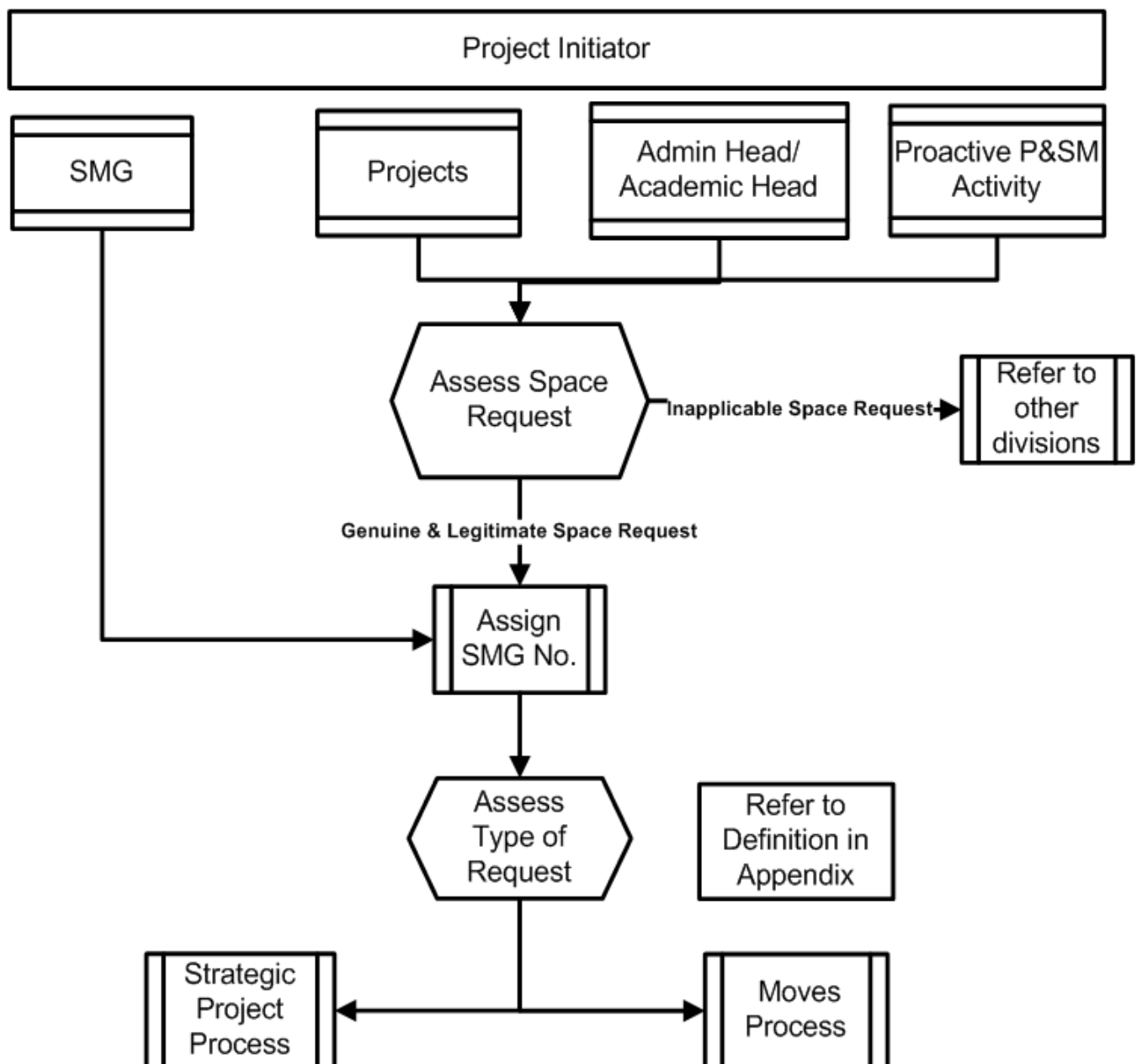
1. Space Management Process

Space Request Identification

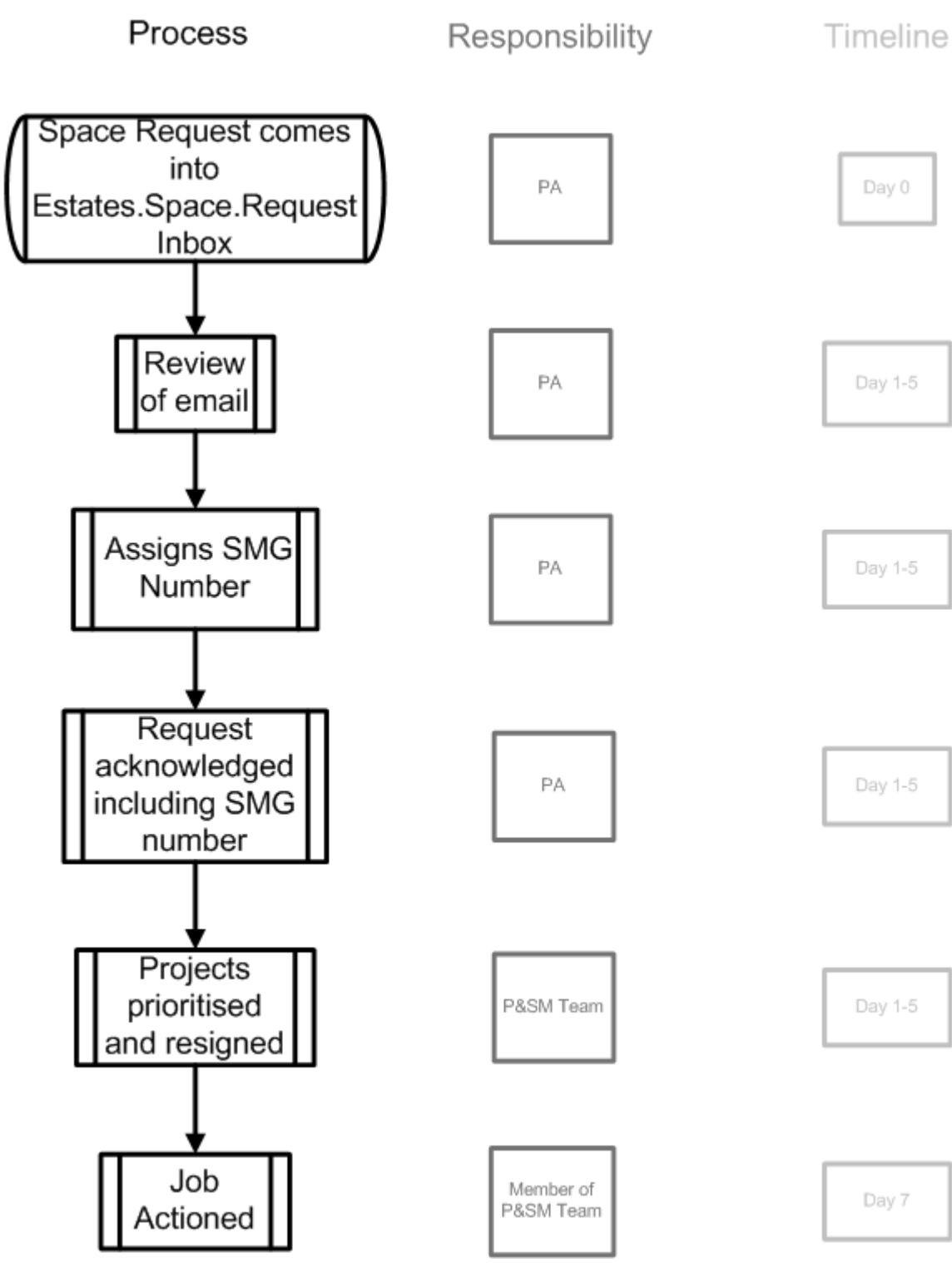
1.1

DEFINITION

REQUEST FOR ADDITIONAL SPACE AS A CONSEQUENCE OF UNIT ACTIVITY OR REQUIRE A MAJOR CHANGE IN THEIR WORKING ENVIRONMENT

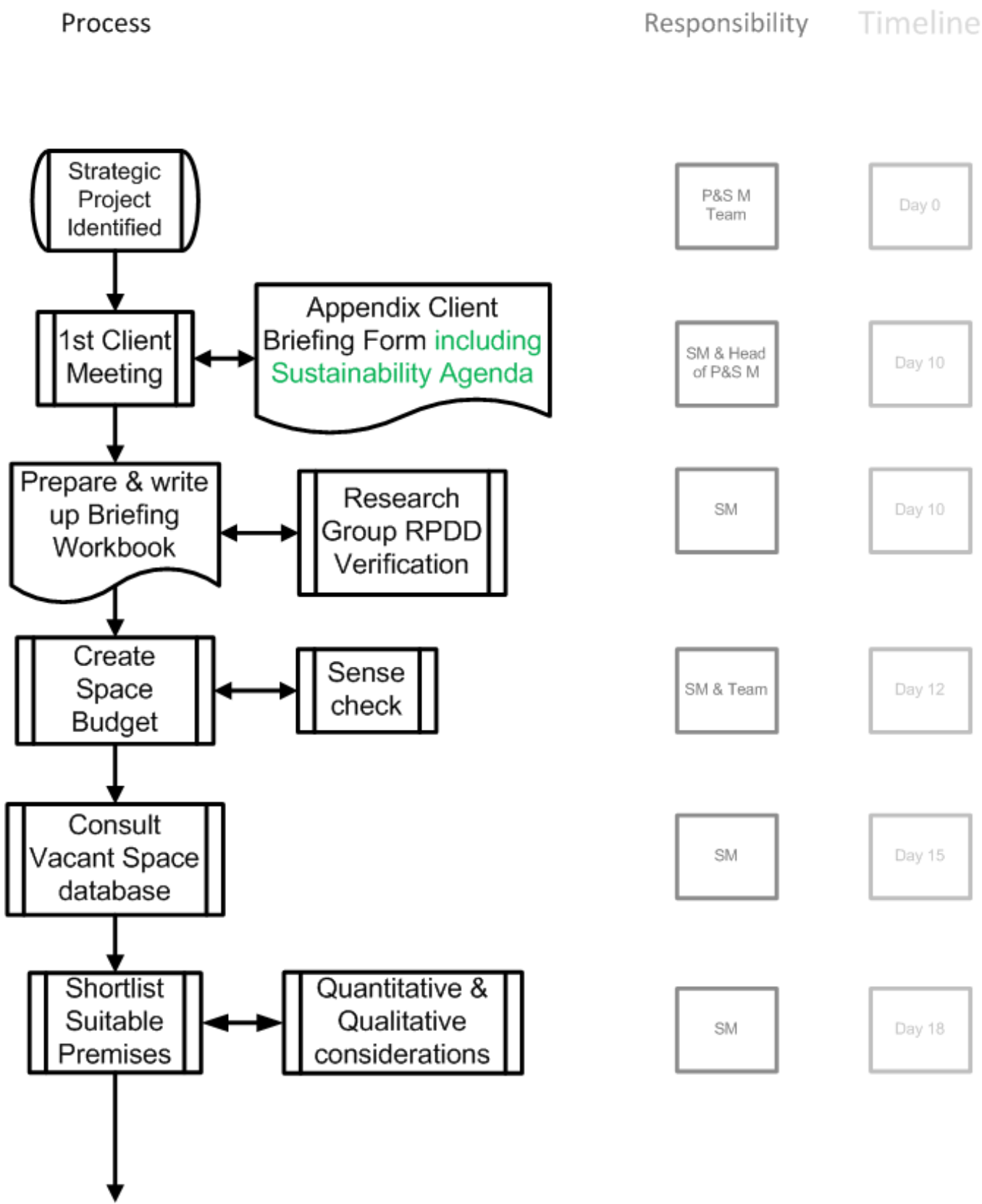


Process for Logging Requests 1.1.1



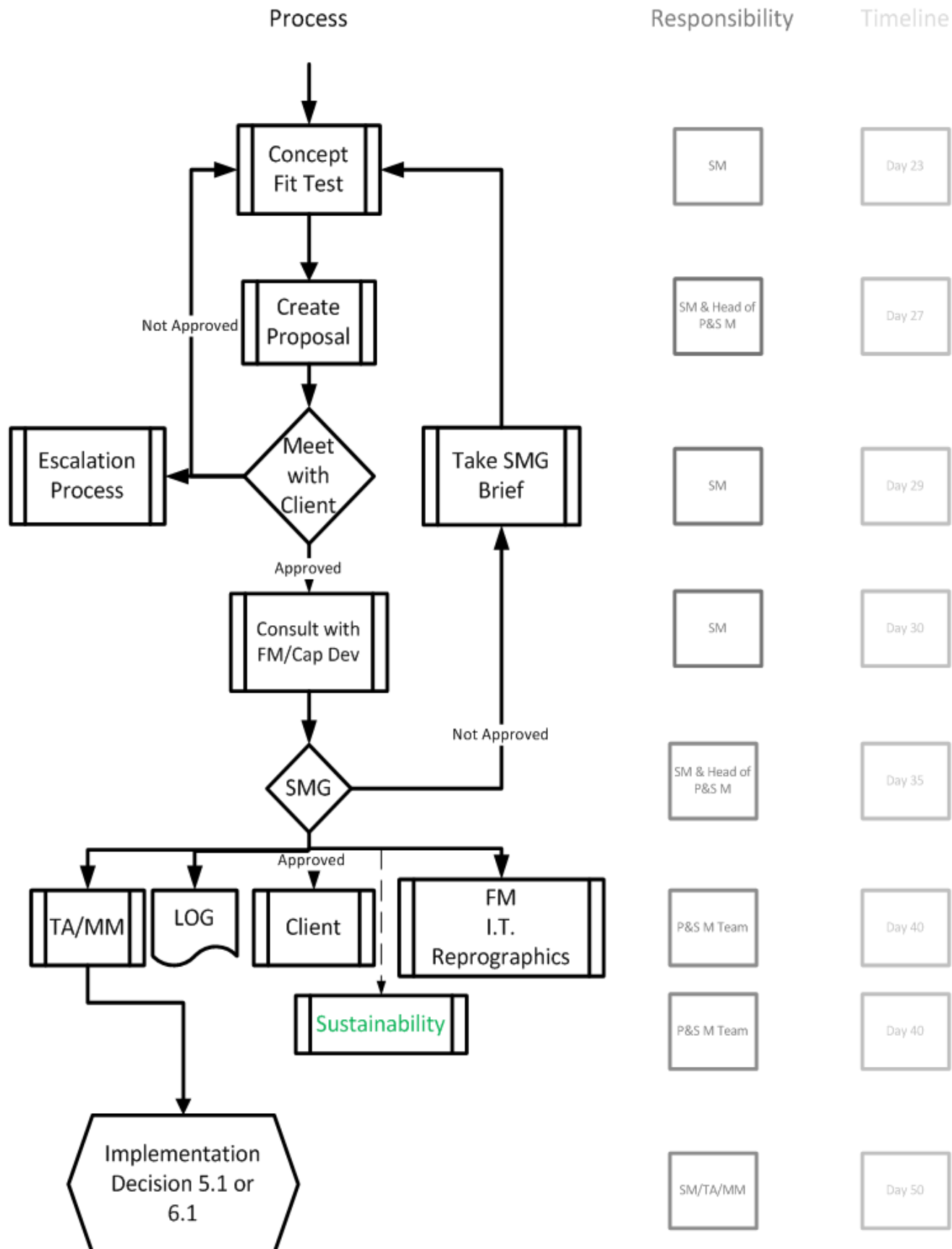
Strategic Project Process

1.2



Strategic Project Process (cont.)

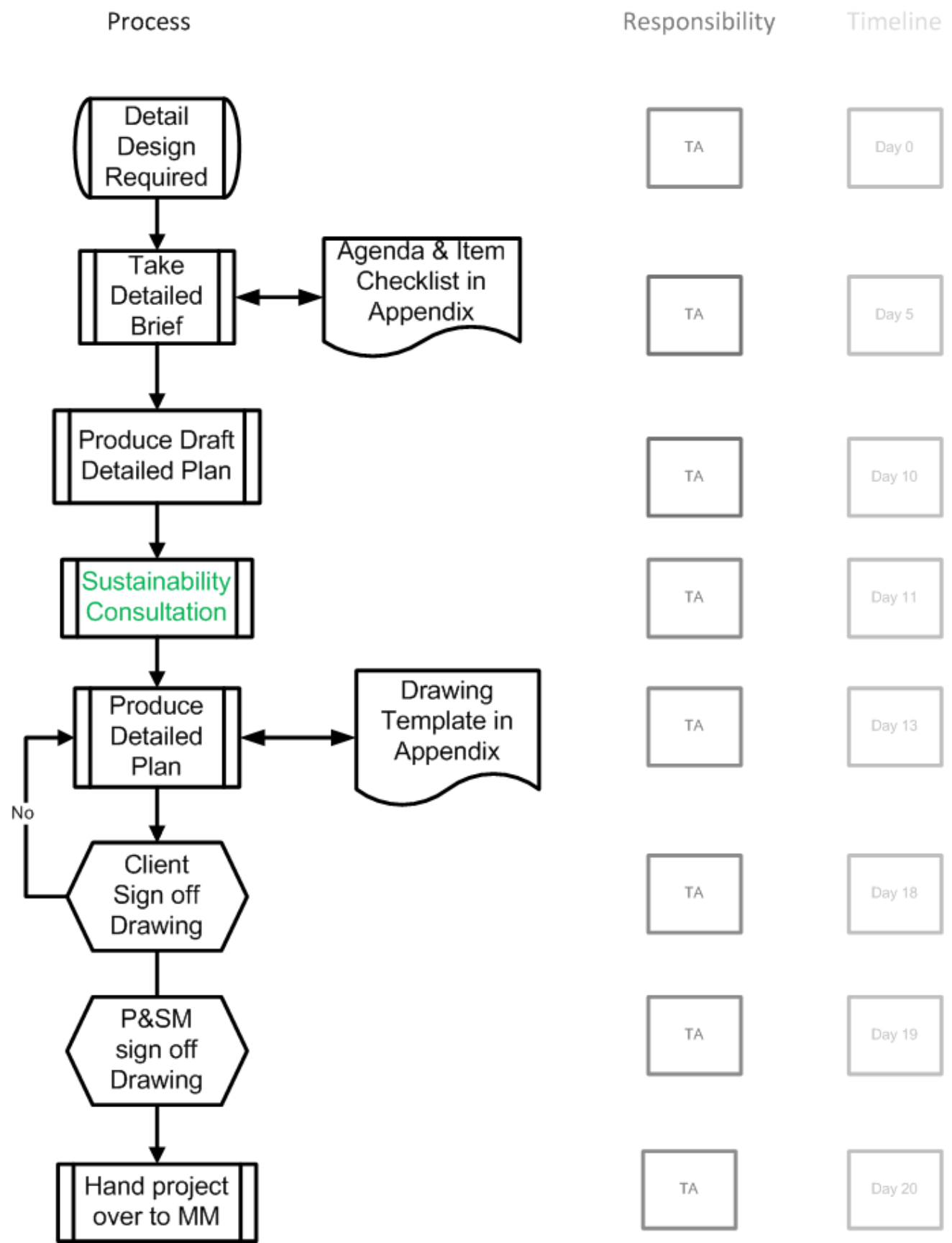
1.2



2. CAD Process

Detail Design Process

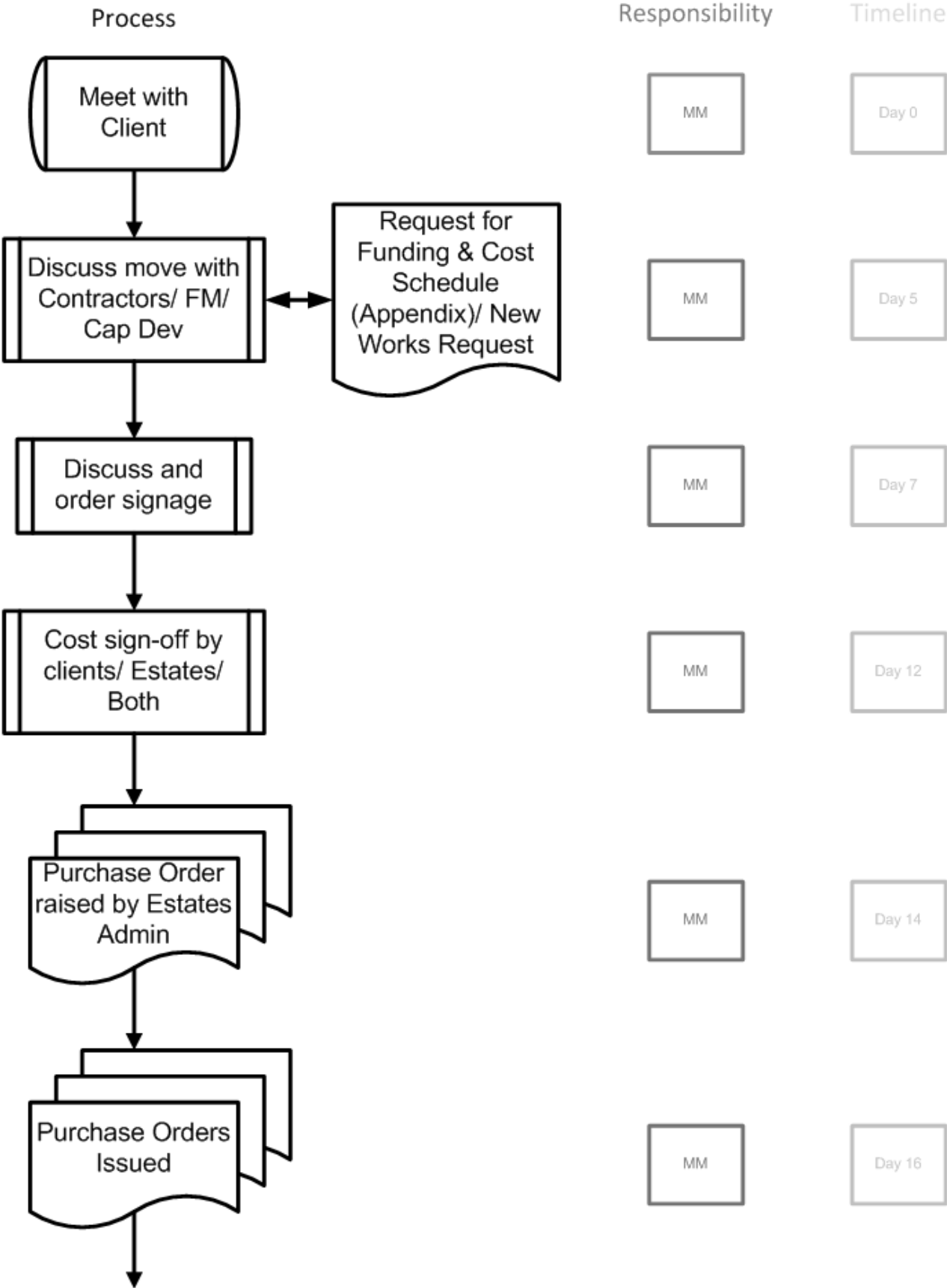
2.1



3. Moves Process

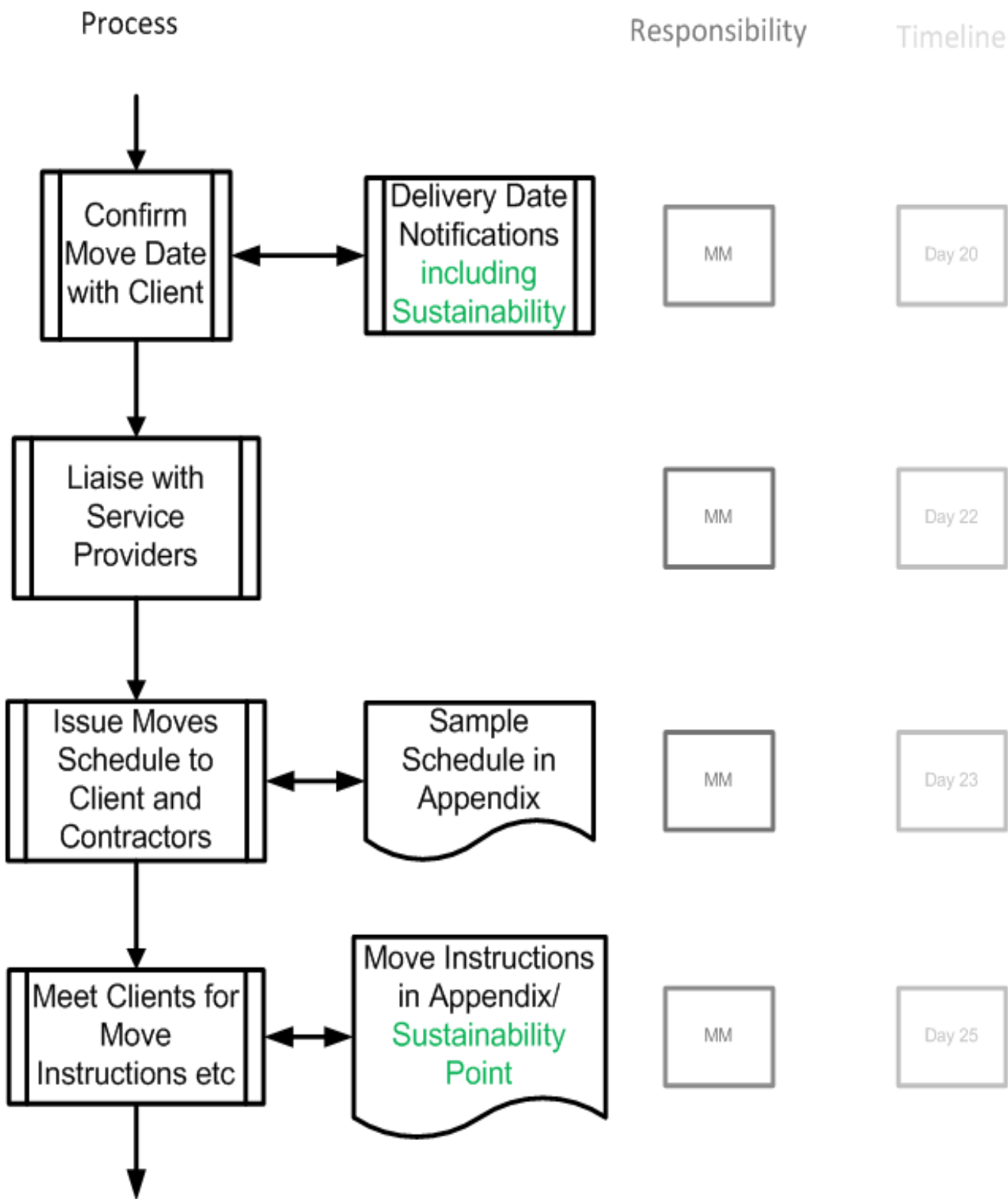
Moves Process

3.1



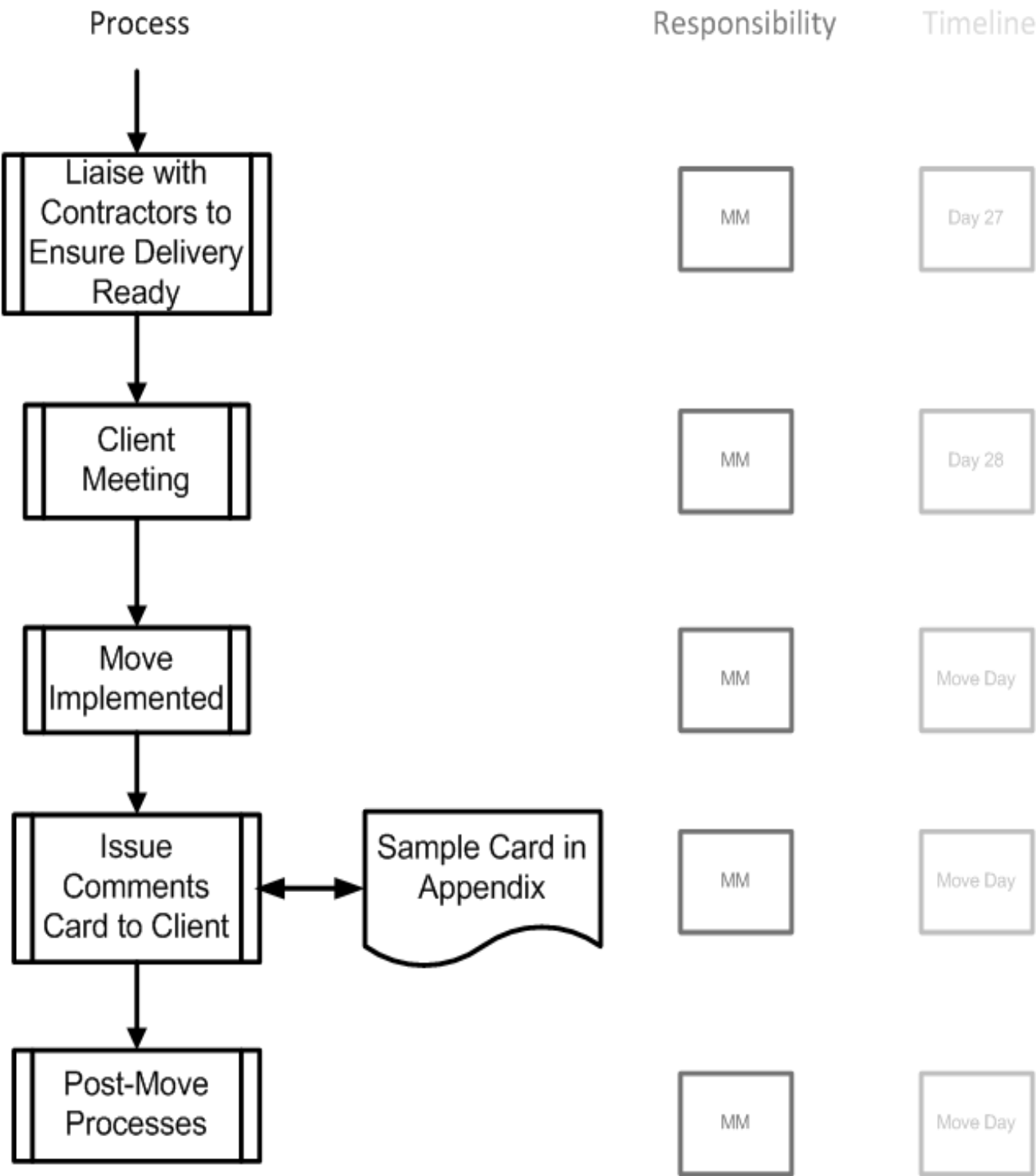
Moves Process (cont.)

3.1



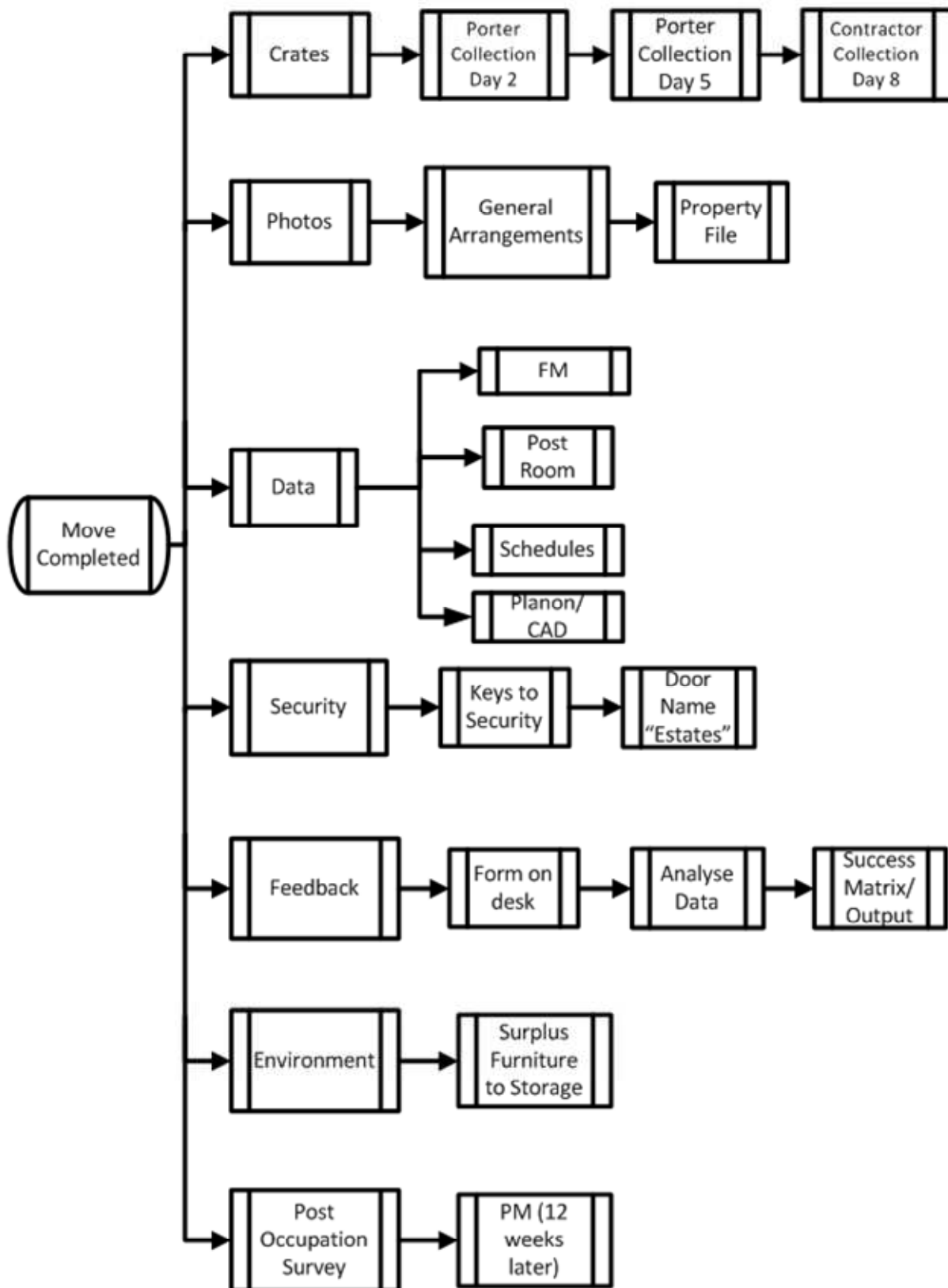
Moves Process (cont.)

3.1



Post-Move Process

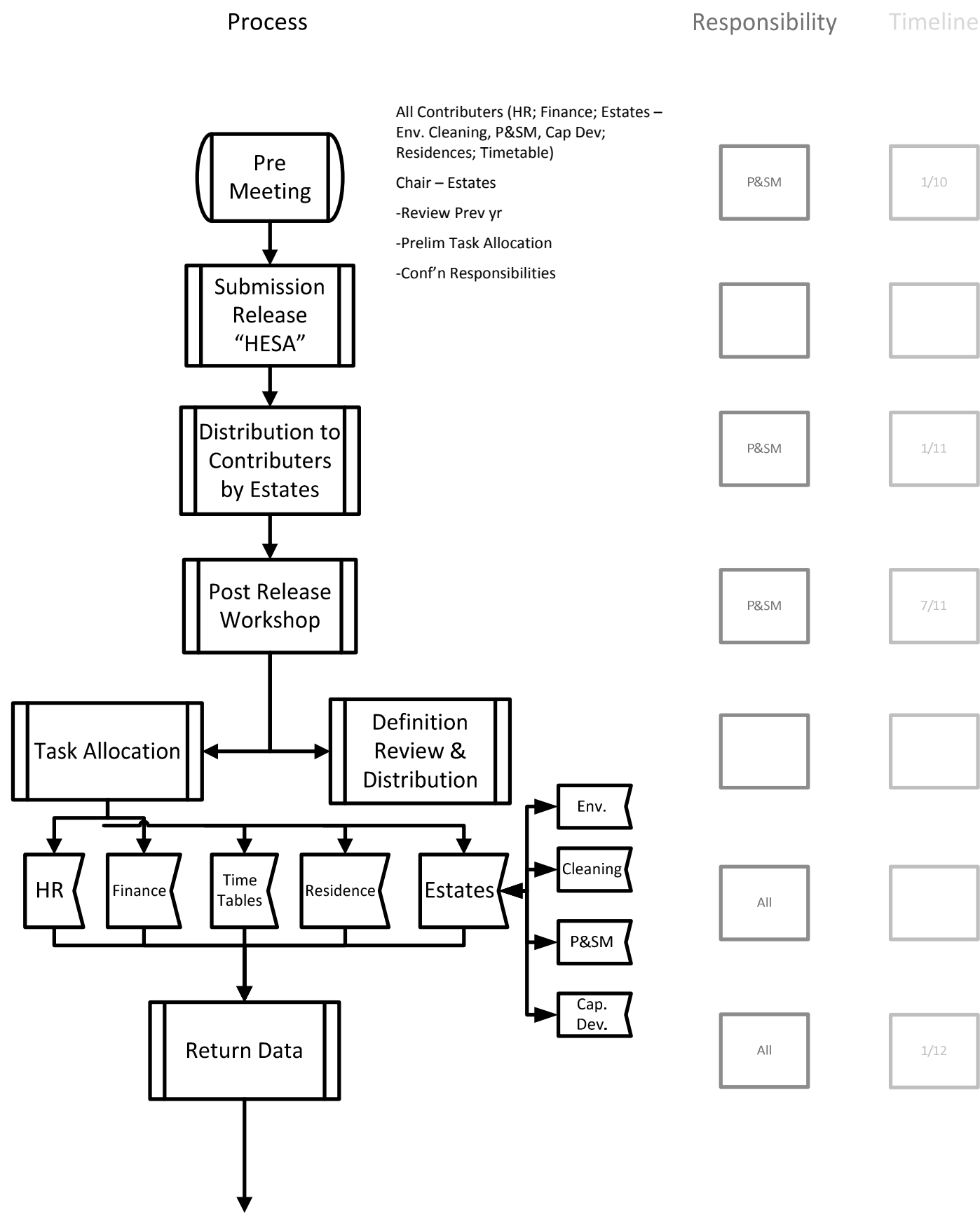
3.2



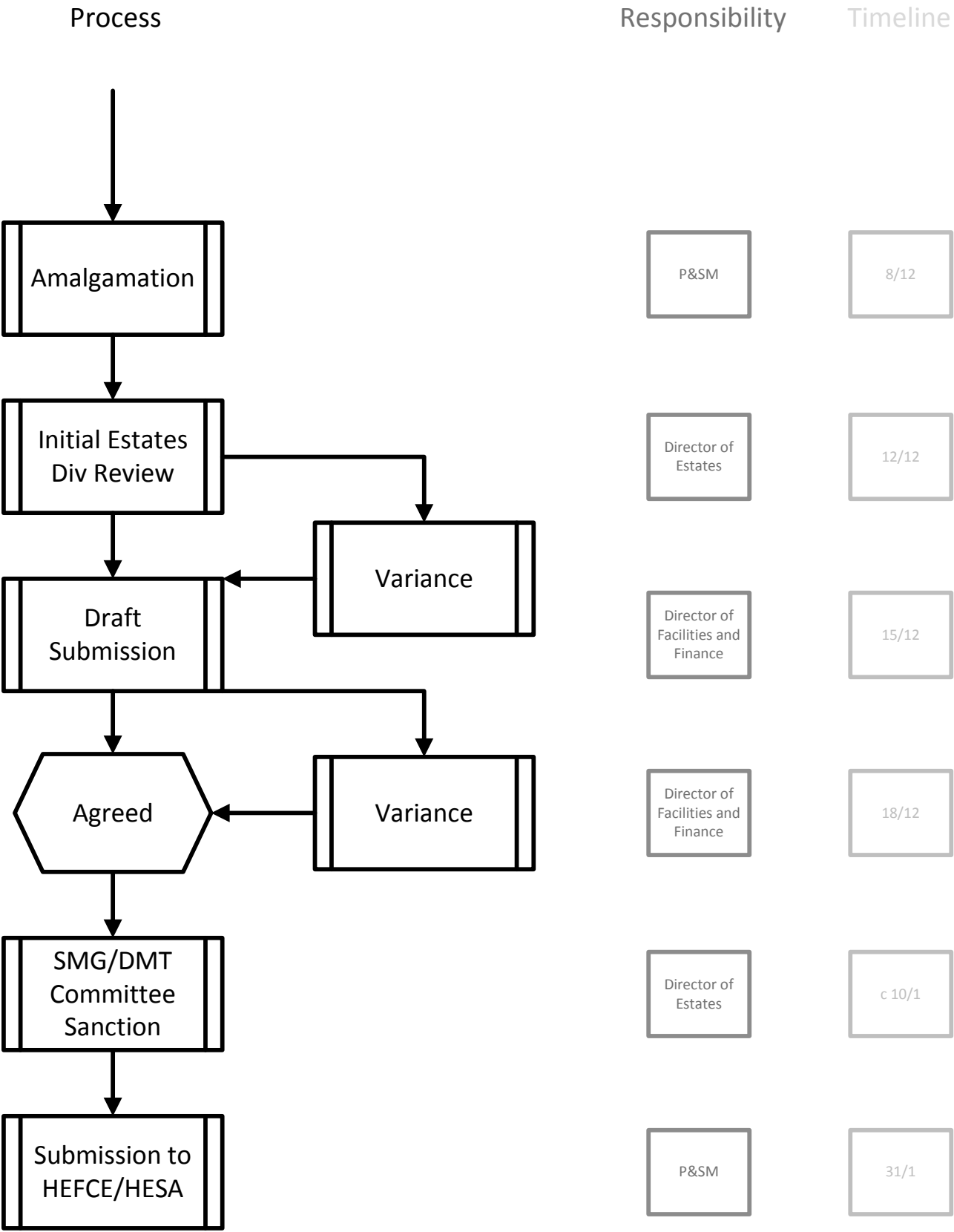
4. Data Processes

EMS Data Collection Process

4.1



EMS Data Collection Process (cont.)4.1



EMS – Estates Process

4.2

Task Specific Activity: Estates Workshops

8/11-1/12

Functionality	<u>Director Estates</u> Head P&SM Space Planning Manager Director FM Director Cap Dev IT Timetables	Chair
Condition	<u>Director Estates</u> Head P&SM Principal PM (LTM) Director FM Director Cap Dev	Chair
Total Maintenance	<u>Director FM</u> Estates . Finance Asst Director Cap Dev Principal PM (LTM) Head of Maint.	Chair
Estates Staff Costs & Prop Man. Staffing	<u>Office Manager</u> Director Estates Director FM Director CapDev Head P&SM	Chair

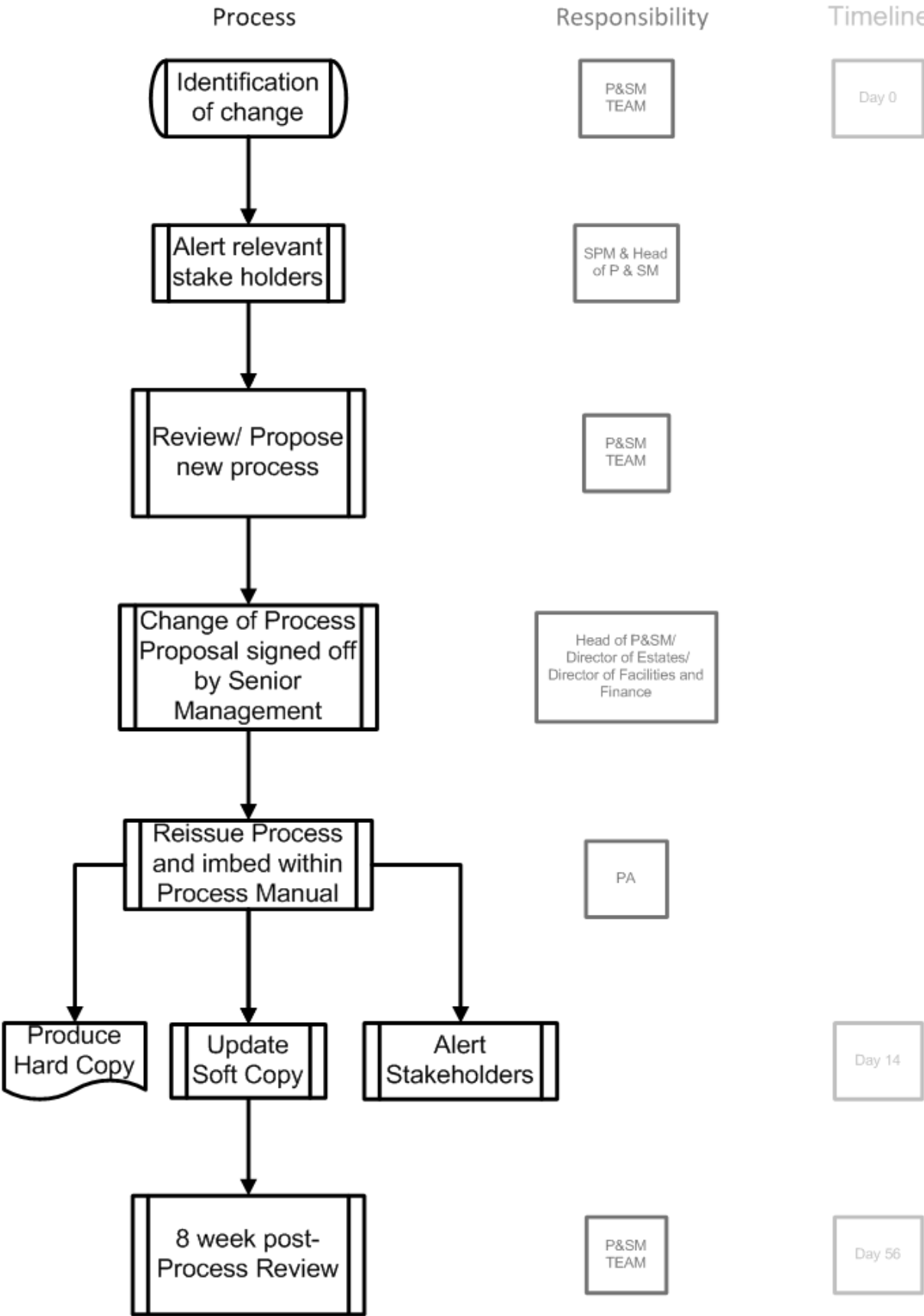
Returns by Chair 1/12 Latest

RT KC 17/05/2010

5. Other Processes

Process for Process Change

5.1



APPENDIX

Sanctioning Process

Appendix 1

