

## Insights from previous AMDS implementations

### Project team

- Identify someone to lead/project manage the AMDS implementation project. This role should not be the same person who is working on Data Analysis and Mapping.
- Don't try to manage the AMDS Implementation project in addition to an already busy role, e.g. managing a team.
- Include people for the project team who have a background using your asset management system
- Ensure migration window is scheduled when all key internal staff & suppliers are available
- Get buy-in from all contractors right from the start. Involve them in meetings so they are fully aware of what they need to do, keep them engaged for user acceptance testing (UAT)
- Triage the templates to the work that is relevant to your RCA and project environment
- Attend the cross-council get togethers to learn the experiences of others. This is the best place to make contacts for project support
- Ensure all team members have access to SharePoint and TEAMS with Two Factor Authentication set up. These tools are critical to the project.
- Clarity around who is responsible for what decisions when the project is set up. Especially important when bringing in outside consultants

### Planning and analysis

- A project plan on a page is a useful tool when discussing the project with managers.
- Using a planner board (MS Teams) was helpful as it showed who was responsible for completing tasks, provided a structure for project meetings and help to keep the project on track.
- The asset management system vendor can help with current state analysis, so engage with them early.
- Be very clear what is in scope and what is out of scope. Triage data early to understand what UDT's will be impacted by AMDS and focus on these and refer to the standard on the AMDS Website.
- Keep up to date with AMDS webinars and newsletters
- Identify the changes needed for integrations and work on that as soon as possible – involve the other teams in the testing
- Double check the filters in the mapping as these are not always relevant or correct for your RCA
- Check RCA Developed Documentation on the NZTA SharePoint to save you time and re-work.

### Data mapping, triage & the decision tracker

- The AMDS decision tracker is a really good tool and provides a clear record of what is happening to the data, making migration planning easier.
- A targeted database clean-up is beneficial pre-migration, e.g. populate missing construction dates and dimensions as this is needed for asset valuations.
- RCAs should allow at least 4 weeks to review data mapping and complete the AMDS decision tracker. Focused effort on these activities will improve quality of the migration.
- Data mapping for faults and activities needs to be reviewed by the RCA and their contractor to ensure that dispatches are mapped to the correct asset. This is especially important for drainage.
- An established location to log future data improvements while working through migration is useful
- Review UDTs and flag unused ones.

- Map everything that had been captured in Classic. It may be needed but not understood at the time
- Pay special attention your signage table data quality to allow easier mapping
- Ensure you understand the assumptions that your mapping provider has used
- Make sure that all lookups contain all the values that you need e.g. pavement types and ask those questions
- Don't assume all leftover assets will land up somewhere to be decided upon e.g. in the holding table
- Drainage and SW Channel "Classic" mappings to AMDS 1.3 (Chamber, Channel, Headwall, Pipe, Valve, Water Area, and Water Structure) requires additional time to understand and improve the migration results. Also applies to traffic signals.

## **Training**

- A preliminary viewing of the AMDS video is essential for anyone who will be touched by the project
- The training needs assessment is very important. If Training Champions don't know who needs to be trained and the type of training needed, they may miss key people or deliver incomplete training.
- Training material is also useful post implementation as reference material.
- Training champions should deliver training before data migration starts.
- Training by user roles and targeted to specific assets works well.
- Make sure those who are the trainers are available for UAT testing too

## **Data migration and testing**

- Briefings for user acceptance testers should be at least a week before starting data migration, with a refresher the day before testing commences.
- The amount of time required for UAT cannot be underestimated. Ensure enough resource is available, a test plan is in place and testers understand what is required.
- Understanding the difference between classic and AMDS tables is required for UAT testers
- Faults, maintenance costs and other financial information needs extra work to think through.
- Communicate to other staff that AMDS project people are unavailable for the period of migration
- Because the table layout changes, ensure they know to look for things both in the secondary blades and the Classic bits at the bottom
- Ensure your mapping provider is available for support during migration week
- Use the decision tracker to assign tables to each UAT team member

## **Stakeholder engagement and communications**

- When talking to stakeholders about AMDS, make it relatable, e.g. describe how it helps with a recent event or asset planning activities.
- The stakeholder analysis and communication plan were useful to revisit at key points during the project.
- Engage with suppliers/contractors early to ensure they can be ready for AMDS and discuss any activities that they need to be involved in.
- Include the RCA, contractors, Thinkproject and Waka Kotahi in migration meetings (pre, during and post). This provide good visibility of activities, timelines and allows issues to be identified and discussed.
- Comms & change plans are essential for managing expectations and change
- Tailor your communications regarding AMDS to your audience, e.g. Contractors only want to know what is changing for them specifically

## **Data quality assurance (DQA) report**

- The DQA report will allow councils to identify, prioritise and improve data quality.

- Use the DQA report to identify common fields that need to be updated on all assets.
- To fully capitalise on the AMDS project – resource capacity needs to be set aside post migration to allow Data Quality improvements