

Service profile – what we do

Introduction to activeplan Consulting

Activeplan Consulting Limited exists to provide dedicated applications consultancy and support services to Customers who already use activeplan software and solutions, and to those who are considering or seeking to adopt them.

Activeplan Consulting brings together data and information management product development expertise from activeplan solutions, and business improvement expertise. We provide a bespoke range of added-value services and benefits to businesses looking to improve their asset management effectiveness.



Activeplan Consulting is all about ‘making the connection’ and drawing things together. A **strategic alliance** which enables activeplan product development to deliver enhanced software features, functionality and effectiveness, combined with specialist Consultancy services which provide a blend of diagnostic and analytical skills to determine and interpret Customer and user needs, and pragmatic practical applications experience.

Our collective ambition is simple – “to deliver the very best in asset and facilities management solutions with activeplan”.

Our services are orientated toward **solving business problems**. As a result, our markets are not necessarily conventionally ‘segmented’ e.g. by sectors, but are often structured around strategic and operational business needs, such as:

- **Asset management** – including data and information management solutions:
 - asset classification, codification and inventory
 - asset data capture, database generation and reporting
 - integration of graphical data (e.g. maps / drawings) with non-graphical (attribute) data and reporting options – i.e. creating ‘active plans’
 - condition, utilisation, suitability, performance surveys, analyses and reporting
 - financial and commercial evaluation
- **Facilities management** – solutions for every project phase:
 - requirements definition including spatial & operational needs
 - project surveys, options verification and briefing
 - conceptualisation, feasibility and space planning
 - specification management – either by output or technical requirement
 - design co-ordination
 - construction co-ordination and collaboration
 - commissioning and handover management
 - operations and maintenance (O&M) information and management

- **Project and Programme monitoring & control:**
 - project organisation and stakeholder management
 - project particulars and key data (database)
 - timeline planning, delivery milestones and scheduling
 - project dependency and relationship mapping
 - design and production controls and compliance monitoring
 - project collaboration
 - performance measurement and management (KPIs)
 - status and ad-hoc reporting
 - document management
 - portfolio and programme-wide view of project activities
 - executive and summary reports
- **Business relocation and moves management - a comprehensive project / programme management service:**
 - building space and suitability analysis
 - furniture, fixtures and equipment (FF&E) surveys and inventories, including photographs and dimensional data
 - budget compilation and reconciliation
 - facilities layout planning ('how things fit-in')
 - move-phase planning and scheduling, including programme interfacing and integration
 - business impact assessment and risk management – e.g. disruption and continuity management, quality assurance, operational readiness
 - detailed room layout production and visualisation (3D sketch-up)
 - room data sheet (RDS) generation
 - migration (time-evented) analysis – day by day / period by period visualisation of relocation / moves logic and scenarios
 - relocation resources planning
- **Operational readiness**
 - requirements definition including standards and acceptance criteria
 - briefing and specification management
 - asset and attribute data gathering and collation and AP database compilation
 - preparation and management of the Operational Management Plan (OMP) and associated document registers
 - providing a point of contact / focus / co-ordination for operational readiness delivery – either to the nominated Project Manager, to a commissioning specialist if appointed, or directly to the (Customer) organisation, as appropriate
 - preparation and presentation of periodic and adhoc progress and status reports
- **Services rationalisation – across sectors or locality:**
 - mapping services delivery (e.g. by type / category, by location / geographically, by responsibility / ownership / department or in combination etc.) to buildings / premises / outlets etc.
 - performance measurement and management – e.g. cost effectiveness, quality of outcome, asset utilisation, customer satisfaction

- improvement planning – new models of service scenarios, impact assessments
- project scheduling / programme planning, monitoring and reporting
- **Environment, Safety & Health** Information management:
 - premises ESH audits
 - ESH documentation and records management
 - operations and Maintenance documentation
 - statutory compliance monitoring
 - essential works budgeting and management
 - risk assessment, mitigation and management
 - energy Performance assessment and certification support
 - user / Occupier training and competency support
- **Data integration** and information management:
 - business / production process analysis and mapping
 - portfolio (estate) level, programme level and project level functionality
 - data source / stream diagnostics, capture and tabulation
 - data import, export and exchange / systems inter-operability
 - graphical and non-graphical content management and integration
 - information and document management, including distributed systems and web-browser interfaces
 - project collaboration – ‘one version of the truth’
- **Bespoke / custom requirements** and solutions – delivering services tailored to suit specific needs; we are able to respond to a wide variety of business needs and challenges to design and deliver a range of consultancy solutions to address and solve specific problems / concerns:
 - investigation and research
 - feasibility and options appraisals
 - outline business / benefits case preparation
 - scoping and deliverability proposals
 - efficiency reviews / performance evaluations
 - investment (and financial) justification
 - comparability and benchmarking studies
 - organisational design and dynamics
 - process re-engineering
 - quality assurance
 - data hosting
 - web-design
 - application training and support
 - post-implementation reviews



Activeplan Consulting Limited
Heathcoat Building
Science and Technology Park
University Boulevard
Nottingham
NG7 2QJ
Tel. 0115 922 6666

Contact us to find out more:

George Stevenson, Business Development Director, Chairman
gstevenson@activeplanconsulting.co.uk
07776 201854

Adrian Wheeler, Managing Director
awheeler@activeplanconsulting.co.uk
07887 637201

Bob Poulter, Technical Director
bpoulter@activeplanconsulting.co.uk
07782 392998

Martin Bartlett, Customer Services Director
mbartlett@activeplanconsulting.co.uk
07533 179682