AM/CMMS Software Criteria

Item	Must Have	Highly Desirable	Desirable	Only if Standard with the Software
Cloud-based platform				
Ability for local data backup				
Asset inventory				
Ability to add new assets in the future in a user-friendly way				
Ability to change/modify asset inventory information in a user-friendly way				
Ability to search for assets in a variety of ways (e.g., by asset ID, by asset names, by asset type, etc.)				
Ability to tie assets to asset ID numbers				
Ability to assign user-created asset ID numbers (i.e., a deliberate numbering system, not just randomly generated ID numbers)				
Use existing asset hierarchy structure (e.g., facility, group, parent, child, etc.)				
Asset criticality and rick assessment				
Ability to integrate existing asset risk data				
Asset risk analysis tools				
Mechanism to use asset risk to facilitate decision-making (e.g., prioritize work orders and repairs, inform capital improvement planning)				
Ability to integrate asset useful life estimates				
Standalone capital improvement planning feature				
Ability to use asset data (inventory, risk, etc.) to generate a capital improvement plan or suggested list of capital improvements				
Spare parts inventory				
Work order system				
Easy to create work orders (preventive and corrective)				
Work order status tracking				
Ability to schedule preventative maintenance work orders based on operational parameters (e.g., by pump run time) or frequency				
Ability to track total cost of work order (at least in a simplified way)				
Ability to use mandatory entry fields for work orders (i.e., to ensure critical data capture)				
Ability to integrate safety (e.g., lockout/tagout, confined space)				
Coordination or integration with ESRI-based GIS				
Ability to track progress towards key performance indicators (KPIs) and level of service goals				
Ability to create and display KPI dashboards				
Mobile applications				
Compatibility with Android, Apple, or Windows devices				
Compatibility with smart phones and tablet devices (tablet will most likely be used)				

Item	Must Have	Highly Desirable	Desirable	Only if Standard with the Software
Ability to collect data and use applications in on-line or off-line modes (highly likely that parts of the system will not have connectivity at all times)				
Documentation of asset inspections				
Ability to store photos, videos, and audio recordings				
Report generation				
Ability to create and edit data collection and/or productivity-type reports				
Report customization and guidance included by vendor during installation and configuration				
Platform for entering/cataloguing business workflow processes (e.g., SOPs, org charts, chain-of-command, QA processes, etc.)				
Process control data/regulatory data capture				
Elimination of data input redundancy (i.e., each data point is entered only once in the system for use by any person or process)				
Ability to add this type of data through mobile devices				
Customer inquiry/complaint tracking				
Ability to create standard "form letter" responses to customers				
Ability to track resource usage				
Employee time tracking				
Vehicle inventory and tracking				
Tracking both personnel and equipment, including vehicles				
Integration with closed-circuit television (CCTV) system				
Ability to store CCTV inspection data				
Ability to store or link to CCTV videos				
Ability to tie videos to assets (pieces of pipe)				
Ability to store CCTV inspection reports/results/ratings				
Ability to have different levels of user access – read, write, full access, no access				
Ability to link to/communicate with a supervisory control and data acquisition (SCADA) system				
Compatibility with other software (*mapping and* financial software)				
Ability to facilitate fixed asset inventory audits/updates				
Ability to easily integrate other departments now or in the future				
Advanced Options				
Automatic email alerts				
Budget Management				
Document Management				
Warranty Management				
Monitoring				
Condition				
Calibration				
Energy				