

## **Non-Community Water System Asset Management Training Instructions**

This Non-Community Water System Asset Management Training is recommended for both transient and non-transient systems and can be presented as a two-hour session or as a four-hour session that includes interactive workshops.

The training is designed to be delivered in person but can also be delivered in a synchronous virtual format such as a webinar or Zoom meeting. The presentation script and workshop instructions (both covered more fully below) contain suggestions for presentation in a virtual format.

The entire training packet including workshops can be downloaded as a zip file from the webpage or individual components can be download separately. To present the basic two-hour session download the *“Non-Community Asset Management Training”* PowerPoint, and *“Script for Non-Community Systems – Full Presentation”* file listed on the website under **“Instructor.”** To present the four-hour session, additionally download the relevant workshops files listed under **“Instructor”** and **“Participant.”**

After you have downloaded (and unzipped) the relevant training files, be sure to review each of the training sections in the PowerPoint presentation, and the optional workshop instructor handouts (if workshops are to be given) for additional directions.

Please note that this presentation was developed by the Southwest Environmental Finance Center with EPA funding and is in the public domain. You are welcome to add your organization logos and presenter names when presenting this material, but do not remove any content attribution from the presentation or workshop files.

### **Audience:**

This asset management training is specifically designed for non-community water systems and is recommended for both transient and non-transient systems.

### **Training Format:**

The training is designed to be delivered in person but can also be delivered in a synchronous virtual format such as a webinar or Zoom meeting. The presentation script and workshop instructions (both covered more fully below) contain suggestions for presentation in a virtual format.

## **Presenting the Training:**

The training presentation is a PowerPoint file. The training presentation slides contain a complete script including “CLICK” prompts for advancing the presentation slides and animations, as well as instructions to help the presenter facilitate discussion in the various live and virtual formats the presentation can be given in within the notes section. The notes are also duplicated in a stand-alone file that can be used to assist delivery (if for example the presenter does not have dual screens to show both the presenter and participant views).

The training presentation, including time for questions and audience interaction, can be completed in two hours using a conversational talking pace. Adding the optional interactive workshops (discussed further below) will extend the necessary training time to approximately 4 hours.

The seven presentation sections are listed below with the approximate time it should take to deliver each:

- Introduction: Asset Management Overview (10 min)
- Level of Service (20 min)
- Current State of the Assets (20 min)
- Criticality (20 min)
- Life Cycle Costing (30 min)
- Funding (10 min)
- Wrap up Summary (10 min)

It is highly recommended that presenters practice delivering the training to ensure that their particular talking pace fits the allotted time, and to become familiar with the content and necessary audience interactions.

If a presenter finds themselves running short of time (due, for example to a robust discussion developing that they do not want to curtail) several options for truncating the content are available. Each of the middle five “Core Component” sections contains a summary at the end which can be skipped in the interest of time. Further, the final “Wrap Up Summary” presentation can, if necessary, be omitted entirely. If the Wrap Up summary is omitted, we recommend that the presenter either record that section and make the recording available to participants after the training or send the participants a PDF of that part of the presentation via email.

## **Workshops:**

Although the training covers all five core components of Asset Management the optional workshops address only the first three core components:

- **Level of Service**
- **Current State of the Assets**
- **Criticality**

Each workshop is designed to take 30 minutes including setup time and group discussion following the completion of the workshop activities. The workshops are designed to be presented after the like-named core component presentation. Note that the Criticality workshop builds on the Current State of the Assets workshop and uses much of the same information. Therefore, participants should keep the information available throughout the course work.

Each workshop consists of two documents: one for the instructor (containing workshop instructions and guidance), and one to be distributed to the workshop participants. Presenters can print handouts ahead of time from the appropriate file and, make them available electronically prior to the training, or distribute them during the training if a virtual format is used.

Discussion between participants is a key component of workshop success. While the workshops can be completed individually and each participant should receive a workshop handout, the workshops are designed as group exercises for at least 2 participants working together. If possible, separate participants from the same utility into different groups to encourage discussion from multiple points of view. If the workshops are being utilized in a virtual setting, it is recommended that the training offer breakout sessions for the workshops to encourage discussion. This would require a moderator for each breakout room.

If the training is delivered in person, it is recommended (but not required) that participants bring a computer with them to the training. The workshop handouts are PDFs and can either be printed and filled out by hand or completed on a computer. In addition to the PDF version of the Criticality workshop a Microsoft Word version is also made available. If participants use the Word file to complete the workshop on a computer, a manual graphing step is eliminated as the Word document will automatically graph Criticality results based on participant inputs. (The presenter can also use the Word document to present a set of completed criticality rankings on the screen in a live or virtual setting.)

### **Glossary:**

Several acronyms are used in the training. Each acronym is defined in the script when first introduced and is included alphabetically below for your convenience.

Capital Improvement Plan – “CIP”



Computerized Maintenance Management System – “CMMS”  
Consequence of Failure – “COF”  
Geographical Information System – “GIS”  
Global Positioning System – “GPS”  
Horsepower – “HP”  
Level of Service – “LOS”  
Life Cycle Costing – “LCC”  
Non-community – “NC”  
Non-transient – “NT”  
Operations and Maintenance– “O&M”  
Probability of Failure – “POF”

**Legal:**

This presentation was developed by the Southwest Environmental Finance Center with EPA funding and is in the public domain. You are welcome to add your organization logos and presenter names when presenting this material, but do not remove any content attribution from the presentation or workshop files.