



**DEPARTMENT OF  
ADMINISTRATION**  
ENTERPRISE REAL PROPERTY

## **Introduction to ARCHIBUS**

ERP Team: Jedd Prokash (presenter), Emilie Casebolt, & Abdi Ahmed

# Agenda Items

Order	Topic
1)	Introductions
2)	What is ERP
3)	What is ARCHIBUS
4)	Short ARCHIBUS Demo
5)	Questions

# What is the Enterprise Real Property (ERP) Division?

## Enterprise Real Property Mission:

- To assist the State in making critical decisions for property assets at an enterprise level by collaboratively setting and enforcing policy, procedures, standards and guidelines concerning coordination and cooperation between agencies on real property matters, and clearly communicating these strategies within State agencies and legislative groups.
- Enterprise Real Property goal: To provide the tools and information necessary for a data-driven facility investment and management strategy across State government to promote fiscal accountability and measurable results.

# What is the Enterprise Real Property (ERP) Division?

## ERP Background

- 2005 Executive Order 05-06: To consolidate all silo real property management systems into an Enterprise solution.
- 2007 funding was appropriated – ERP was established
- 2008 An Enterprise Facility Management System (ARCHIBUS) was selected, and the METT group was formed
- Enterprise ARCHIBUS was not fully implemented until 2012.
- Since this time ARCHIBUS was gone through 3 major upgrades.
- Includes 19 State agency's data for approximately 6,000 State-owned buildings consisting of more than 36 million square feet, and more than 3.1 million acres of land

# What does ERP do?

- Take enterprise facility management business needs and initiatives (new statutes and executive orders) and try to come up with practical solutions through the use of the ARCHIBUS software.
- Setting facility data policies, procedures, standards, guidelines, and making modifications to the software to fit needs.
- Keep the software functioning as intended
- Provide train-the-trainer-training
- Consist of 3 team members and METT group

# What is ARCHIBUS?

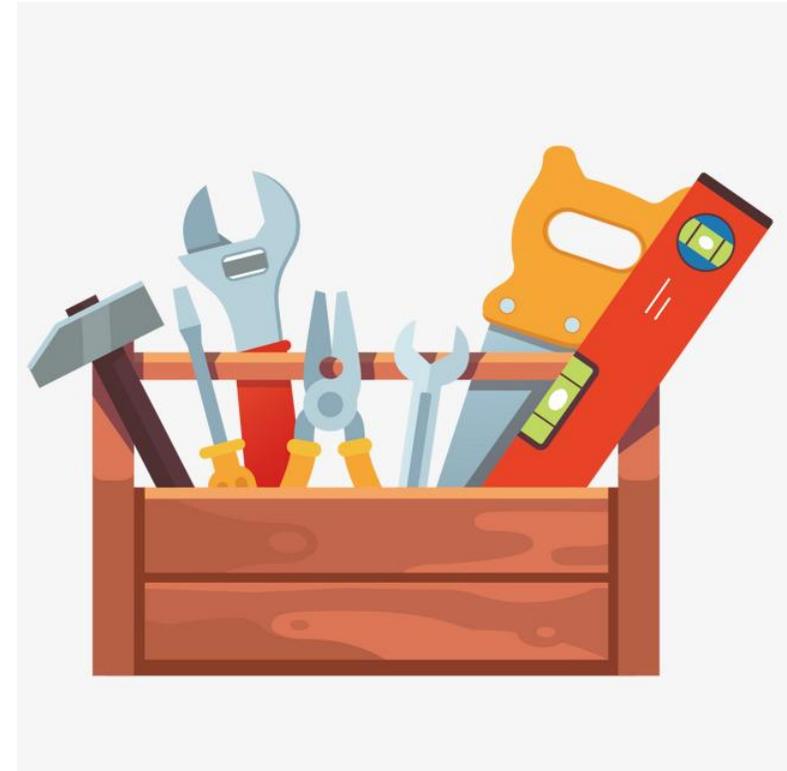


# What is ARCHIBUS?

- Computer Aided Facility Management (CAFM) software system
- With technology, ARCHIBUS attempts to bring all information regarding facilities and the management of facilities into one place.
- Includes: space management, building operations, Facility Condition Assessments (FCAs), project management, asset management, compliance, and lease management. Coming soon: ESRI GIS Extension
- ARCHIBUS is a toolbox with many tools to assist facility managers and strategic planners with information needed to make critical business decisions.

# ARCHIBUS as a Toolbox

- Make your job easier
- Assist in producing better quality work
- Increase production
- Increase efficiency
- Reduce costs
- Designed to help us succeed
- It is not designed to create more work or to promote micromanagement



# Why use ARCHIBUS?

- Addresses turnover and knowledge transfer issues (senior level employees with institutional Knowledge)
- Consistency reduces training needs
- Protects against audits
- Saves time with accessible information to all and not just one subject matter expert (encourages transparency).
- Opportunity to help get organized (Provides basis for good recorded keeping practices).
- Promotes good communication with automated email notification functions
- Creates autonomy and accountability
- Only as good as the data that goes in.



# ARCHIBUS Toolboxes

## ARCHIBUS Platforms (User Interface)

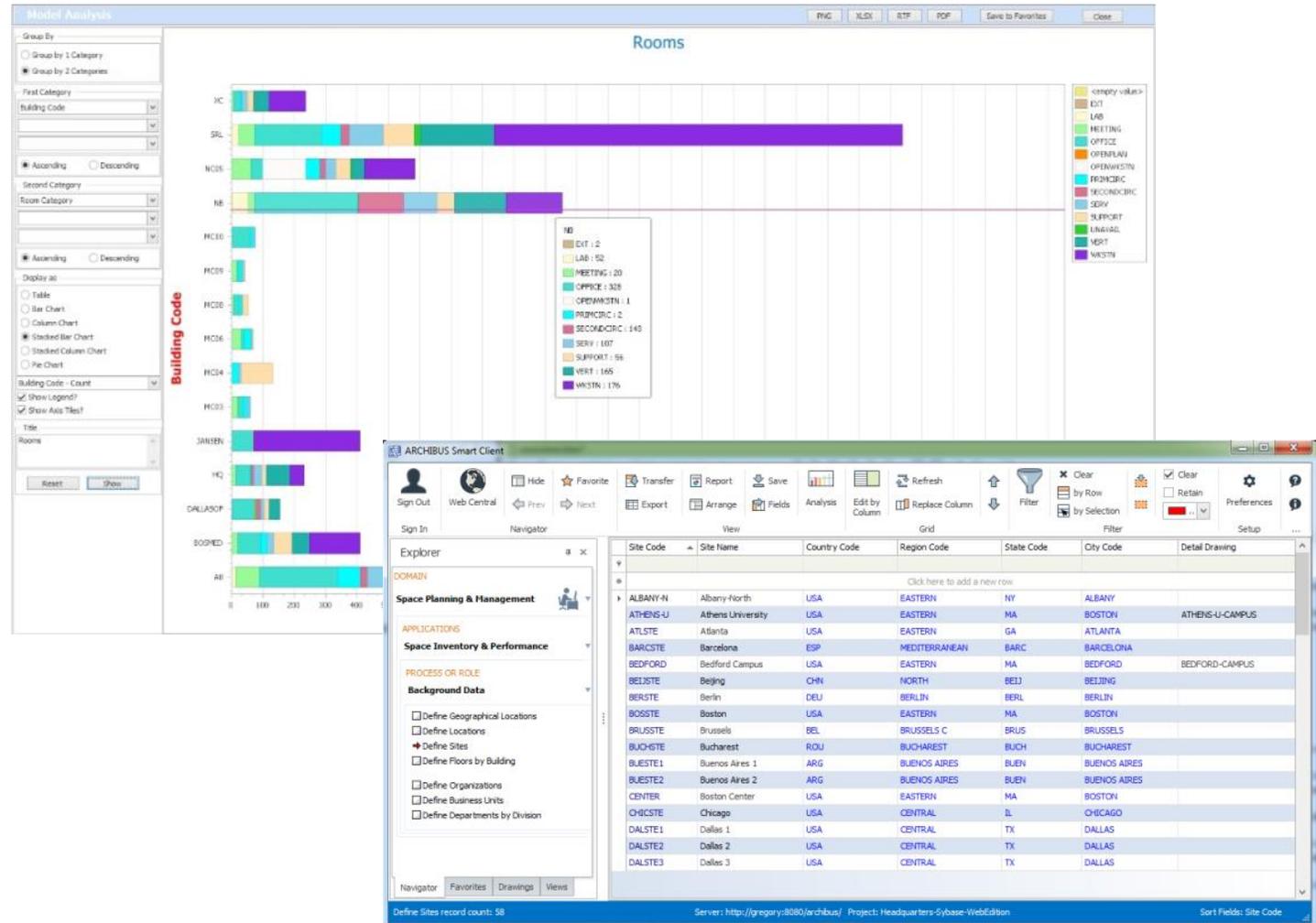
- Smart Client (built in wall cabinets)
  - Windows desktop application
- Web-Central (rolling tool chest)
- Mobile (handheld toolbox)

## ARCHIBUS Environments

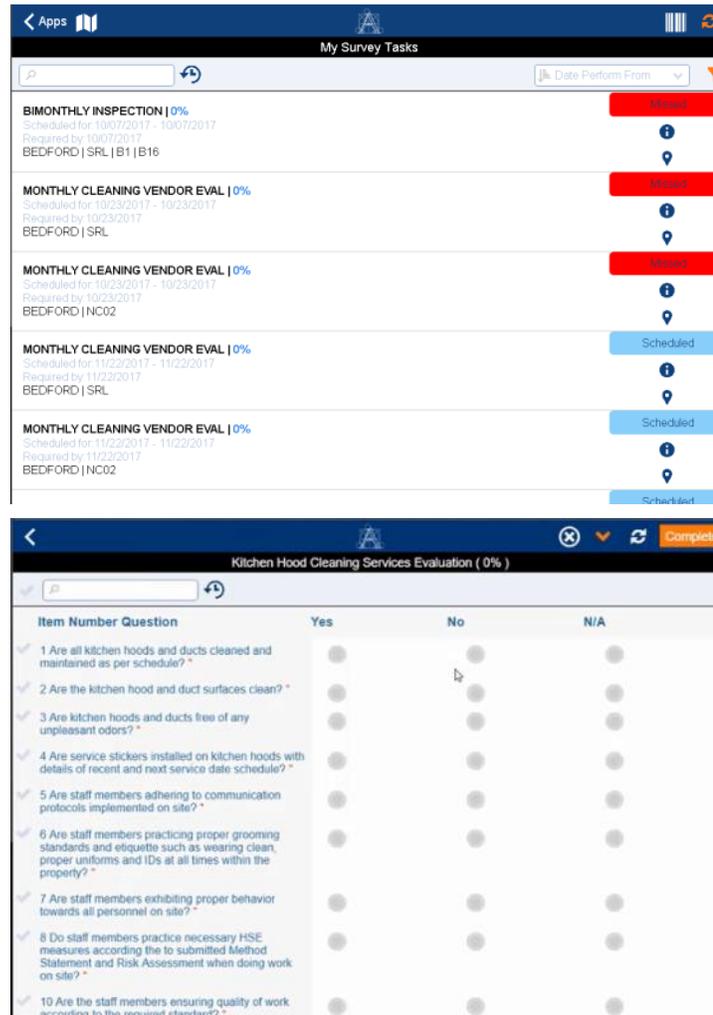
- Reference (Ref2023)
- Development (Dev2023)
- Test (Test2023)
- Production

# ARCHIBUS Smart Client

- Create and edit database records.
- Perform bulk data updates
- Review and analyze data using interactive features,
- Filter inventory tables
- Compare and analyze data
- Transfer your data
- Generate paginated reports
- Manage your CAD drawings



# ARCHIBUS Mobile

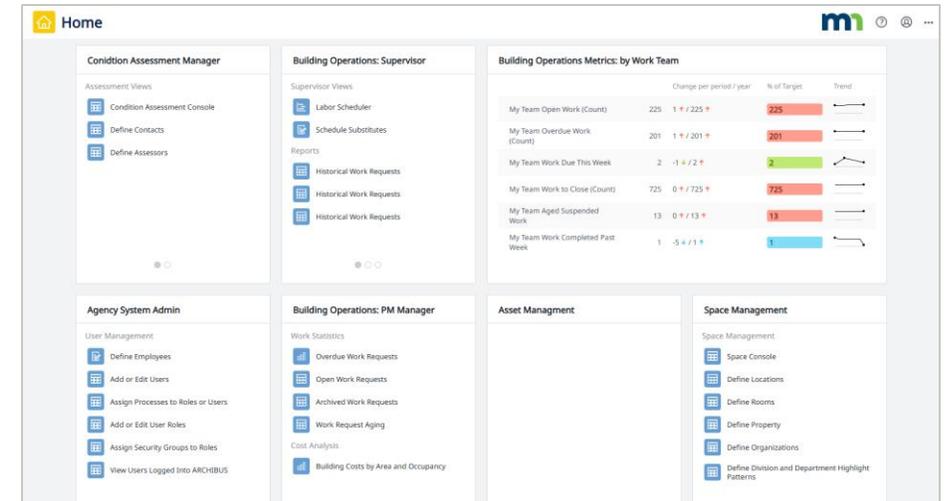
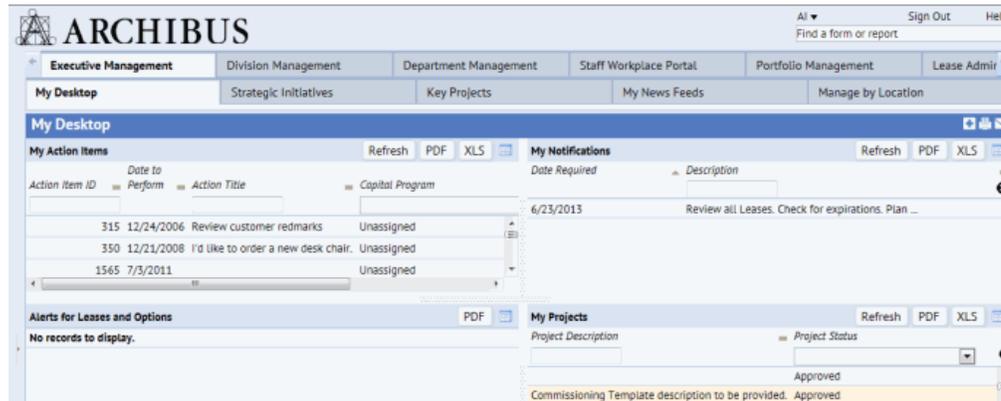
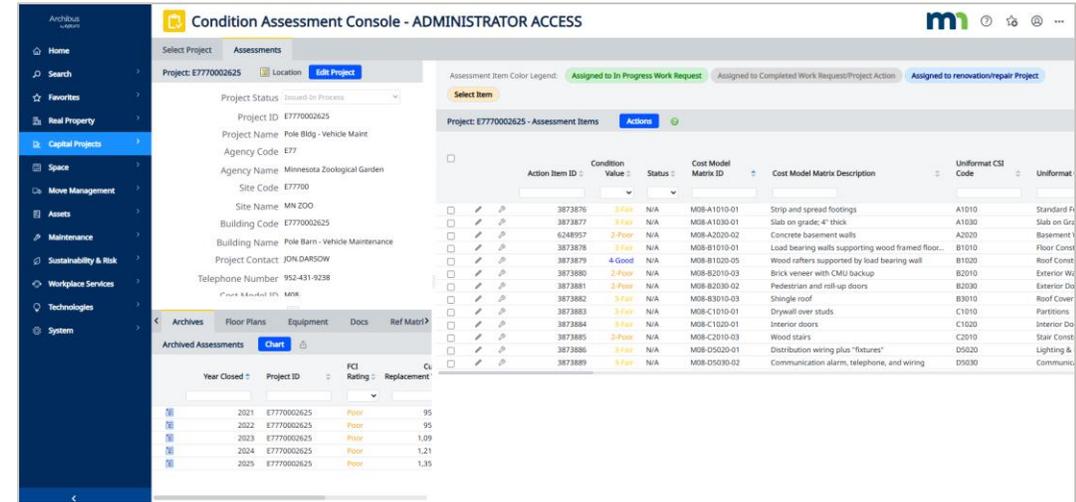


- Meet the needs of users who are on-the-go
- Improve your space and facility discussions by having space plans at your fingertips.
- Improve the accuracy of and speed the collection of data in the field.
- Improve the accuracy of field reports and increase productivity by reducing the time spent on paperwork and note-taking.

# ARCHIBUS Web-Central

## User Interfaces

- Process Navigator
- Home Page – Page Navigator
- Dashboard
- Accessible Navigator

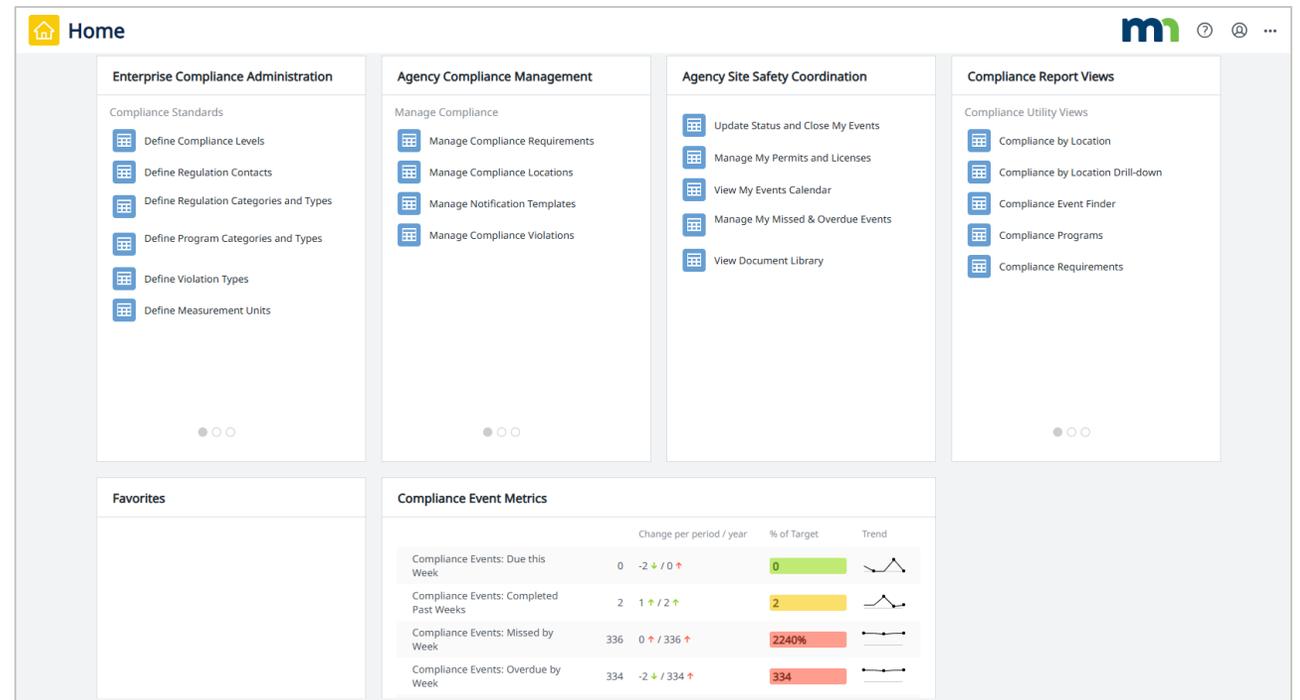


# ARCHIBUS Web-Central Demo

<https://test2023.realprop.admin.state.mn.us/archibus/login.axvw>

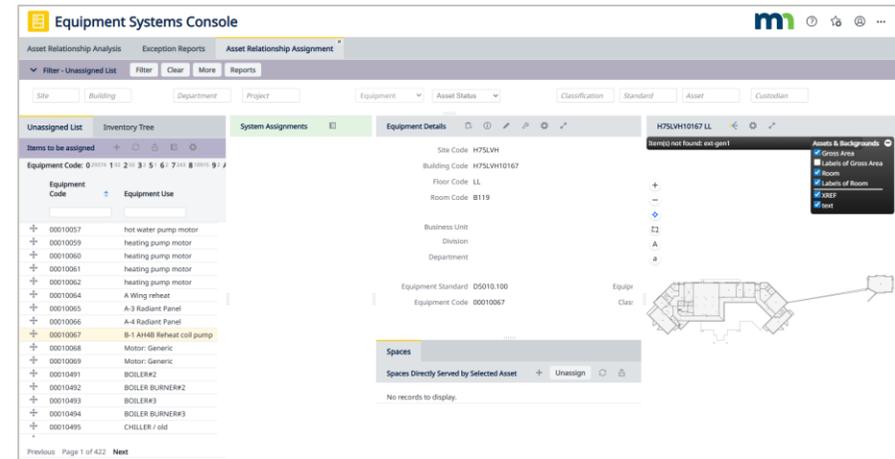
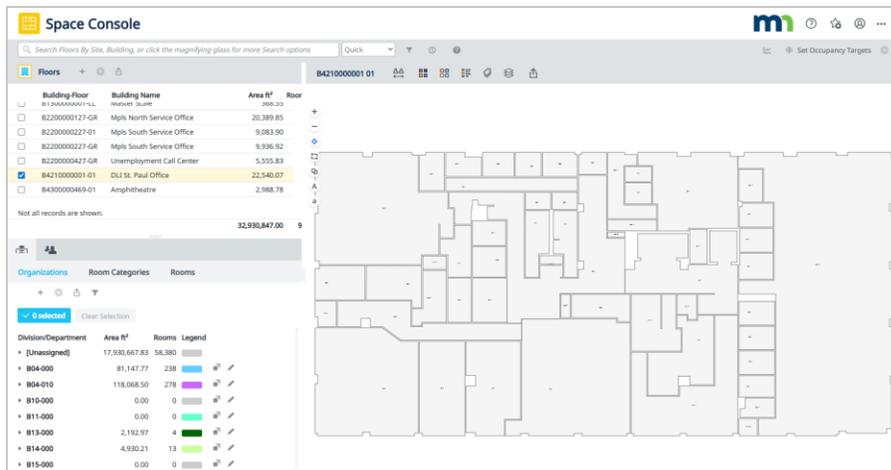
# ARCHIBUS: Home Pages and Metrics

- Use home page for simpler use of Archibus
- Don't need to see or navigate through what you don't use
- Metrics to help to stay on top of work with alerts
- Shows performance with key indicators



## Space Management

- Utilized by all agencies and Space Management Services
- Contains floor plans (AutoCAD/Revit), building background data, and land inventory
  - CAD drawings are the foundation of Archibus
- Maximizes space utilization by efficient inventory, planning, management and allocation of space



## Asset Management

- Equipment useful life is monitored
- History of equipment maintenance can easily be retrieved to see preventive maintenance log or reoccurring issues
- Used to identify equipment for overhaul or replacement before failure
- Equipment and furniture can be tracked by account code, location, type, useful life, manufacturer, age, warranty expirations and incidents

# ARCHIBUS Modules

## Sustainability & Risk (Compliance)

- Establishes responsibilities, deadlines, and accountabilities to manage safety related issues and events
- Used for tracking agency compliance for both federal and state level regulatory compliance standards
- Allows for tracking of non-compliance and “violations”

**Manage Requirement: G02-PROGRAM EVALUATION (Program: CONFINED SPACE PROGRAM)**

Select Requirements | Define Requirement | Locations | Events | Documents | Notification Templates | Communications Log | Questionnaire

Define Requirement | Define Costs | Notifications | Save and Add New | Copy As New | Save | Delete | Cancel

Agency Code: G02  
Regulation\*: Confined Space  
Compliance Program Code\*: CONFINED SPACE PROGRAM  
Requirement Code\*: G02-PROGRAM EVALUATION  
Requirement Type: Audit  
Date Requirement Start: 4/24/2023  
Summary: Confined Space program audit  
Regulation Citation: 1910.146  
Description: Confined space program audit.

Regulatory Contact: KEMALMUNN  
Vendor Code: \_\_\_\_\_  
Requirement Status: Active  
Requirement Priority: 1 - Critical/Highest  
Date Expires/ Renewal: \_\_\_\_\_  
Date Completion Required: \_\_\_\_\_  
Date Requirement End: \_\_\_\_\_  
Completion Criteria Type: None  
Completion Criteria Description: \_\_\_\_\_

Save and Generate Events (Replaces existing future occurrences)

The Recurrence Pattern you enter determines the Date Completion Required for the generated events. The Date Scheduled Start and Date Scheduled End for each event are calculated using the Date Completion Required and the values you enter for the Event Duration and the Event Schedule Buffer fields.

Event Duration (Days): 1  
Event Schedule Buffer (Days): 0  
Date Initial Scheduling: 4/24/2023  
Generate event occurrences until: 5/24/2023

Create Scheduled Events for Each Location: Yes  
Replace Future Non-Recurring Events: (Includes "Do Not Reschedule" Events)  
Event Title: G02-PROGRAM EVALUATION  
Activate Notifications?: Yes

Define Recurrence Pattern:  
 None  
 Once  
 Daily  
 Weekly  
 Monthly  
 Yearly  
Occurs Once on Start Date  
End After: \_\_\_\_\_ Occurrences

**Lease Portfolio Console**

Select Lease | Details | Profile

Filter Leases | Display Mode: Multi-tab

LANDLORD NAME | BUILDING | COUNTY | CITY | ADDRESS | SHOW | LEASE | More | Clear | Filter

Leases | Alerts | Add New Lease | Add Property/Building | Export

Building Code: 10 | B | G | H | P | R | All

Landlord Name	Building Code	Property Code	Address	County Code	City Code	Lease Code	Date Start	Date End	Floor(s) Description
Profile: Esjay Crossings, LLC	G02LEA745		2200 University Ave	RAMSEY	ST. PAUL	10045	10/1/1997	9/30/2027	suite 240
Profile: Kraus Anderson Inc	G02LEA128		113 2nd St	BELTRAMI	BENEDI	10198	7/1/1993	7/31/2027	
Profile: Lyon County	G02LEA481		607 Main St W	LYON	MARSHALL	10340	10/1/2005	9/30/2027	
Profile: Kenneth I Crowl	G02LEA655		900 Arbor Way	BENTON	SAUK RAPIDS	10422	4/1/1995	3/31/2028	
Profile: Rick McKeever		G02LEA003			LAKE OF THE WOOD	10450	5/1/1995	4/30/2027	
Profile: City of Sherburne Econm. Dev. Authority	G02LEA662		221 Fairmont Ave	MARTIN	SHERBURN	10458	10/1/1995	9/30/2030	
Profile: Fox Lake Conservation League	G02LEA663		Fox Lake	MARTIN	SHERBURN	10567	3/1/1996	2/28/2031	
Profile: Itasca County/Itasca County	G02LEA011		River Recreational Area	ITASCA		10597	1/23/1997	1/22/2027	
Profile: Signature Flight Support LLC	G02LEA703		515 Eaton St	RAMSEY	ST. PAUL	10829-S	6/1/1998	5/31/2027	
Profile: Veterans Affairs		1000000131	1200 18th St E	DAKOTA	HASTINGS	10877-A	9/1/1998	8/31/2028	
Profile: Corrections	P795000002		7525 4th Avenue	ANKOSIA	LINN LAKE	10895-A	9/1/1998	8/31/2028	
Profile: Train Cities Transport & Recovery	G02LEA562		2741 Geneva St N	WASHINGTON	OMDALE	11046	7/1/2005	6/30/2030	
Profile: Iglesia Cristiana Rayo De Luz Inc	G02LEA454		1400 Lyon St E	LYON	MARSHALL	11047	7/19/2005	6/30/2027	
Profile: Oneida Realty Company		G02LEA241	306 Superior St W	ST LOUIS	DULUTH	11057	1/5/2000	4/30/2030	
Profile: Retirement Systems; Facility Man	G021025162		60 Empire Drive	RAMSEY	ST. PAUL	11156-A	12/1/2001	12/31/2027	
Profile: HR Tooling & Machine	R32M90M9002		2915 County Road 22	LYON	COTTONWOOD	11179	10/1/2001	10/31/2026	
Profile: Kanabec County	G02LEA511		100 Vine Street South	KANABEC	MORA	11211	7/1/2004	6/30/2029	
Profile: L&R Assets-FLSC LLC	G02LEA295		308 South State St	MARTIN	FAIRMONT	11248	9/12/2002	9/30/2027	

Previous | Page 1 of 8 | Next

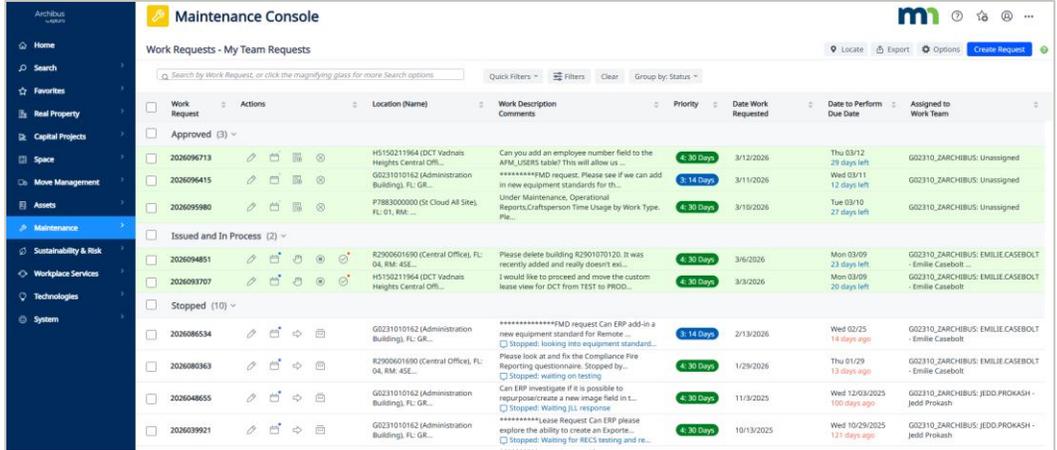
## Lease Management

- Leasing Services utilize this module
- Enables efficient management of agency leases by tracking expiration dates, lessor and lessee duties, and lease assignments to leasing staff
- Accurate real time reporting capabilities
- Customer access to lease reports online

# ARCHIBUS Modules

## Maintenance

- Self-service process for requesting work
- Schedule preventative maintenance work
- Respond quickly to on demand work
- Prolong life cycle of equipment
- Document common causes of equipment breakdown
- Forecast future operating costs and budgeting



The screenshot shows the 'FCI Rating Scoreboard' interface. It includes a sidebar with navigation options and a main area with a table of facility condition ratings. The table has columns for 'Agency Code', 'Project - Count', 'Total', 'Crisis', 'Poor', 'Fair', 'Good', 'Excellent', and 'No Rating'. The data is grouped by agency code, such as '804 Department of Agriculture' and '813 Department of Commerce', and includes sub-rows for 'Exterior Gross Sqft', 'Current Replacement Value', and 'Deferred Maintenance'. The table uses a color-coded system to indicate the severity of the condition, with red for Crisis, orange for Poor, yellow for Fair, and green for Good and Excellent.

## Facility Condition Assessment

- Standardized assessment process to determine overall facility conditions
- Ability to compare facility conditions across the State and determine which buildings are in the most critical condition.
- Objectively make decisions regarding maintenance fund distributions.
- Determines deferred maintenance quantitatively and use to generate asset preservation requests
- Utilized by agencies to plan and prioritize projects

## Project Management

- Create a central repository for a “Top-Down” perspective of program and project priorities, actions, and costs
- Facilitate a collaborative process to allow project members to synchronize information at different locations or organizational units
- Provide clear, weighted performance scorecard views of multiple programs and/or projects to identify late or over-budget components at a glance
- Streamline project oversight via consolidated views displaying milestones, tasks, and status changes to all project members

Project Management Console - EXECUTIVE ACCESS

Select Project: R29-2025-000001 | Profile

Project Name: Mille Lacs Kathio State Park - Town Hall Demo  
Project Type: Demolition  
Project Status: Approved  
Project Manager:  
Site Code: R290043

Site Number: Mille Lacs Kathio State Park  
Cost - Est. Design: 0.00 | Cost - Budgeted: 50,000.00  
Cost - Est. Baseline: 0.00  
Date - Start: 09/1/2025 | Date - End: 03/2/2026  
Fiscal Year - Start: 2026 | Fiscal Year - End: 2026  
Criticality: Noncritical

Commitment Progress Status Report

Work Package	Contract Amount	Approved Change Orders	Revised Contract	Invoice Total	% Invoiced	Commitment Remaining
01 - Project Management	0	0	0	0		0
02 - HazMat	0	0	0	0		0
03 - Bid and Award	0	0	0	0		0
04 - Deconstruction	0	0	0	0		0

Alerts | Milestones | Team | Logs | Docs

Alert	Count
Work Package Out for Bid	1
Actions Behind Schedule	11

- ARCHIBUS Website <https://archibus.com/products/>
- ARCHIBUS Help [https://help.archibus.com/user\\_en/archibus.htm](https://help.archibus.com/user_en/archibus.htm)
- ARCHIBUS Reference Environment  
<https://ref2023.realprop.admin.state.mn.us/archibus/login.axvw>
- ARCHIBUS Development Environment  
<https://dev2023.realprop.admin.state.mn.us/archibus/login.axvw>
- ARCHIBUS Test Environment  
<https://test2023.realprop.admin.state.mn.us/archibus/login.axvw>
- ARCHIBUS Production Environment  
<https://realprop.admin.state.mn.us/archibus/login.axvw>

# Thank you!

Jedd Prokash

[Jedd.Prokash@state.mn.us](mailto:Jedd.Prokash@state.mn.us)

651-201-2554