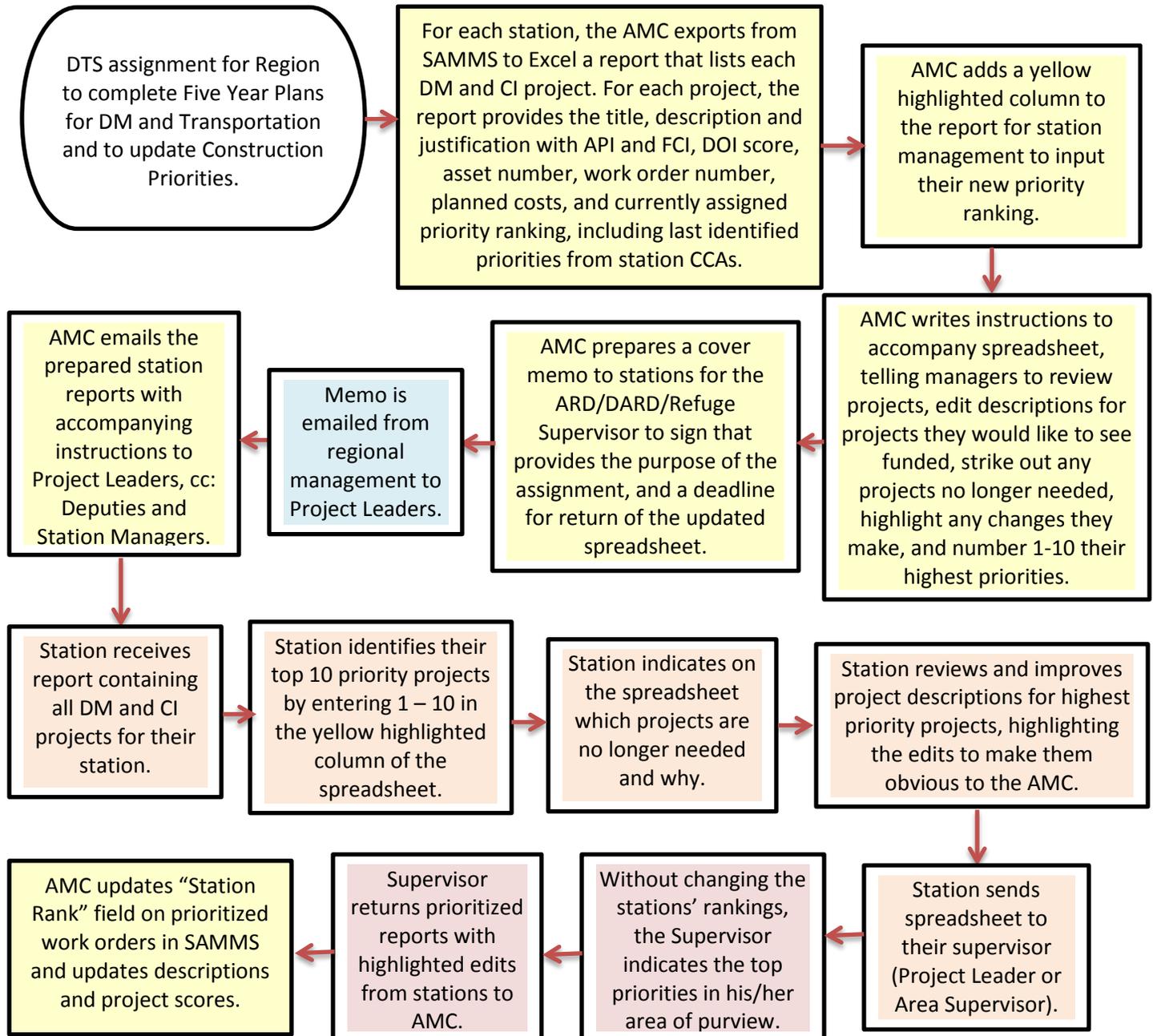


## User Guide AM-01: Updating Projects and Priorities

**Overview:** The Service Asset Maintenance and Management System (SAMMS) is the database of record for Deferred Maintenance (DM) work orders and construction wish-list projects, including alterations, expansions and capital improvements (CI) of existing assets. Once a project is funded, work orders are exported to the Financial Business Management System (FBMS) where expenditures are tracked. Project planning, justification and prioritization, however, take place in SAMMS. It is from the SAMMS database that projects are selected. Due to the sensitive nature of Five Year Plans, DM and CI work orders are restricted for access to regional offices, and must be updated by each regional office, usually by the Asset Management Coordinator.

The flow chart below demonstrates the prioritization/update process. Colors indicate responsibilities of: Asset Management Coordinator (AMC), Regional NWRS Mgmt, Station Mgmt, Area Supervisor/Project Leader & Transportation Coordinator (RTC).



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