After either formal or informal training you should be able to:

1. Update room Occupants (01/31/08 – then ongoing)
2. Assign Banner indexes (01/31/08 – then ongoing)
3. Update the NSF Survey Room Condition field (01/31/08)
4. Identify the Occupant’s primary room as a test of the campus directory (02/15/08)
5. Revise the room attributes (02/15/08)
6. Access Tech Finder (02/28/08)
7. Access and confirm the accuracy of the Facilities CAD drawings (02/28/08)
8. Access and confirm the accuracy of the Telcom CAD drawings (02/28/08)
9. Compare the Occupant’s payroll distribution with the independently assigned Banner indexes
   a. Revise as necessary (04/30/08)
10. Revise the functional utilization % (04/30/08)
11. Correct the FATAL Error report items (04/30/08)
12. Correct the WARNING report items (05/15/08)
13. Review the various departmental reporting options with the department coordinators and department chairs (05/31/08)
   a. Organized Research revenue per Organized Research net assignable square feet
   b. Indirect Cost Recovery per Organized Research net assignable square feet
   c. Student credit hours per Instruction net assignable square feet
   d. tba
14. Provide feedback to Central Administration on how to improve the tools and the process (05/31/08)
15. Mark the room as COMPLETE when the space survey is complete (05/31/08)
16. Mark the room as COMPLETE when the equipment survey is complete (05/31/08)
17. Notify Space@mtu.edu that the room space survey is complete (05/31/08)
18. Notify Equip@mtu.edu that the equipment inventory is complete (05/31/08)
19. Answer any questions that either the room surveyor or the equipment surveyor may have. (06/30/08)
20. Tba