

Asset Management Portal using Microsoft 365 tools

Overview



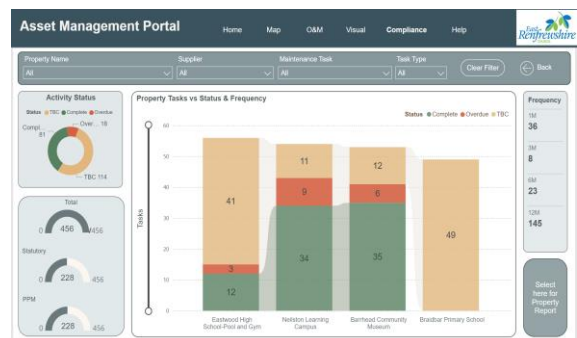
This case study highlights a digital asset management portal developed by Scottish Futures Trust (SFT) for public sector clients and building operators in Scotland. Its dashboard design and functionality helps address the challenges of managing estates and building information with limited resources, skills, and budgets. The portal has been built using standard Microsoft (MS) 365 tools and can be seamlessly deployed within a clients existing MS tenancy for use with new or legacy property information.

Navigation menu with icons and labels: Planning, Delivery, Invest, Manage.

Data



The portal dashboard is synced to a SharePoint information directory, featuring template asset, document, and maintenance lists for each property, ensuring seamless data management and real-time updates. Data governance and delivery processes ensure the information remains accurate and up-to-date, with automated workflows for regular updates and validation across the system.



Benefits & ROI



The portal was developed in collaboration and with the authority, end users and specialist Microsoft consultancy support. It provides:

- a centralised SharePoint platform for fast, reliable property information and asset data onboarding and access.
- synchronised asset and maintenance record management.
- comprehensive tracking of statutory compliance tasks for full regulatory adherence.

'Deploying the MS 365 Portal locally enables owners to quickly access property information, enhancing statutory and asset management performance'

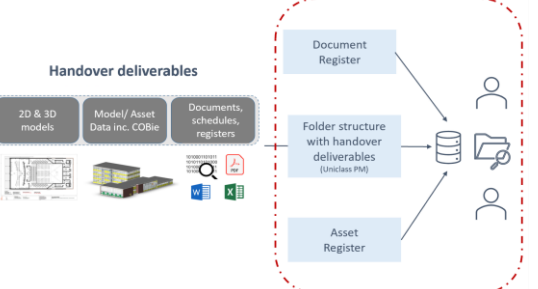
RELEVANT BENEFIT	
<input checked="" type="checkbox"/>	Reduce Waste & Carbon
<input checked="" type="checkbox"/>	Reduce cost
<input checked="" type="checkbox"/>	Improve outcomes for users
<input type="checkbox"/>	Improve delivery time
<input checked="" type="checkbox"/>	Improve asset performance
<input type="checkbox"/>	Increased social value
<input type="checkbox"/>	Improve construction quality
<input checked="" type="checkbox"/>	Support upskilling & training

People & Process



The reliability and success of the resource are tied to a robust, structured information management process aligned with international ISO standards. Client owners adopting the portal must ensure sufficient resources are allocated to maintain data quality and upkeep. Building operators also need to provide new information in a standardised way.

SFT have developed comprehensive user guidance, outlining workflows and tasks to support ongoing management.



Project

LEIP - Neilston Learning Campus

Authority

East Renfrewshire Council

Sponsor

Scottish Futures Trust



Technology



The Microsoft 365 integration tools and automated processes enable streamlined coordination of new and legacy property asset information, providing insights to help improve maintenance management and statutory compliance across the Scottish public sector estate.

