

## MEMORANDUM

**TO:** Asset Management Team **FROM:** Jane Calloway, Director of Public Works **DATE:** October 26, 2023 **SUBJECT:** Launch of Predictive Maintenance Pilot Program

This memo officially kicks off our department's strategic shift towards a proactive, data-driven asset management model for our water distribution network. For too long, we have been caught in a costly and disruptive cycle of emergency repairs. The recent series of breaks on Elm Street and 3rd Avenue has highlighted the urgent need for a more intelligent approach.

Your team is tasked with leading this initiative. I have allocated resources for you to analyze our historical asset and failure data. The goal of this pilot is to develop a predictive model that can accurately identify water mains at high risk of imminent failure.

Your first deliverable will be a proof-of-concept analysis. I expect a brief report summarizing your model and its effectiveness, culminating in a prioritized list of the top 10 most critical pipes you recommend for immediate proactive attention. This list will form the basis of our Q1 2024 capital replacement plan.

This is a high-priority project with significant potential to improve our operational efficiency and service reliability. I look forward to reviewing your findings.