

# Project Management for Facilities Managers & Professionals

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# Course Description:

- Facilities managers are regularly tasked with the delivery of significant projects for their organizations. These may range from the commissioning of new works, relocating staff to new accommodation, implementing new working methods, or introducing environmental sustainability programs. To be successful, the FM team needs to apply a structured approach appropriate to the scale of the task. This course sets out to explain the project management process and equip the team with the basic tools to control and deliver projects in line with expectations.



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## The Training Course will highlight:

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- Participants will be shown how to define a brief, assign responsibilities, produce a time plan, communicate, and measure progress, troubleshoot, control documents and engender support. The expert trainer will take delegates through a typical facilities project and illustrate the application of a simple methodology.

# Course Objective:

## **By the end of this course delegates will learn about:**

- Appreciate the need for formal project management.
- Understand the different elements of a project strategy.
- Assign responsibilities effectively.
- Develop and monitor a project plan.
- Know what to report and to whom.
- Ensure they involve all the key players.
- Deliver to time and budget.
- Achieve an effective handover.
- Gain confidence in management of projects and dealing with people and problems.

# WHO Should attend?

- Facilities Managers, Maintenance Managers, Property Management Company Employees, Property Managers, Supervisors, General Services Managers, General Services Supervisors, General Services Foremen, General Services Personnel, Building Managers, Property Owners, LEED Designers, MEP Contractors and Consultants, Logistics Consultants, Logistics and Financial Managers, Accounting and Operations Managers,

# Training Methods:

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- This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include.
- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions



# Course outline

- **Getting Started**
  - How to define a project
  - Drafting a concept paper
  - Drafting a business case
  - Interpreting the brief
  - Authorities / ownership
  - Budget / resources
  - Constraints
  - Terms of reference
- **Project Strategy**
  - Why a strategy?
  - Components
  - Organization and control
  - Planning – critical dates
  - Risk evaluation
  - Business imperatives
  - Technical and quality standards
  - Change control.

# Course outline

- **Forming the Project Team**
  - Defining disciplines and skills
  - Selection of team members
  - Allocation of roles and responsibilities
  - Availability and commitment
  - Objectives and deliverables
- **Project Plan**
  - List activities
  - Draft plan to timeframe
  - List key dates
  - Identify dependencies.
  - Consult key players.
  - Plan approval and sign-off
- **Project Document Control**
  - Reason for controls
  - Mechanisms of control
  - Types of documents
  - Updating and reviews
  - Audit

# Course outline

- **In-Project Management**

- Direction
- Communication and people skills
- Reporting
- Measurement against deliverables
- Cost control
- Quality
- Identifying, managing and avoiding problems
- Keeping focused

- **Post-Project**

- Objectives met?
- Budget sign-off
- Customer appraisal
- Project review document
- Team reassigned.
- Transfer of responsibilities