



Best Technology Solutions (BTS)

## **Project Management for Facilities Managers & Professionals Training program**

### **Introduction:**

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. 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.

### **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,

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Third-Party Logistics Providers, Supply Chain and Logistics Managers and Professionals, Operations Managers, Security Professionals, Physical Asset Managers, Estate Managers, Fire Protection Buyers, Architects, Health and Safety Officers, Manufacturing Site, Plant Managers, Maintenance Managers, Planning Supervisors, Designers, Contractors, FM Managers and Staff, Procurement Managers and Staff, Contract Managers and Staff, Professionals who are responsible for the management, operation and maintenance of facilities (buildings, production facilities, utilities, power and water distributions networks landscaping, etc., Professionals aiming to update themselves on the elements, best practices and implementation aspects of facilities management, non-maintenance directors accountable for maintenance, maintenance support people and people who are in training for these positions.

## Course Objectives:

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



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- Deliver to time and budget
- Achieve an effective hand-over
- Gain confidence in management of projects and dealing with people and problems

## 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



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### Project Strategy

- Why a strategy?
- Components
- Organization and control
- Planning – critical dates
- Risk evaluation
- Business imperatives
- Technical and quality standards
- Change control

### Forming the Project Team

- Defining disciplines and skills
- Selection of team members
- Allocation of roles and responsibilities
- Availability and commitment
- Objectives and deliverables





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### 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 document
- Updating and reviews
- Audit



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### 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