

Project management for FM

Overview

Facilities managers are regularly tasked with the delivery of significant projects for their organisations. These may range from the commissioning of new works, relocating staff to new accommodation, implementing new working methods or introducing environmental / sustainability programmes. To be successful the FM team needs to apply a structured approach appropriate to the scale of the task. This seminar sets out to demystify 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. The course is presented by a leading FM consultant / trainer, to help ensure its total relevance to an FM audience.

Training objectives

This course sets out a straightforward approach to managing facilities projects in line with objectives, budgets and customer expectations which will help participants to:

- 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 hand-over
- Gain confidence in management of projects and dealing with people and problems

Audience

This course is intended for all those involved in facilities management, whether in the public or the private sectors. Additionally, anyone – from whatever background – likely to be involved in a relocation project will also benefit from this course.

No prior knowledge of project management is required.

Format

A highly interactive one-day course, with workshops and informal breakout discussions a feature of every session, drawing on the experiences of participants and the issues they have to confront. Additionally, the course notes have been prepared as a real aid to inform, containing many checklists and example forms to assist participants in their workplace.

Special features

The supporting materials for this course can be supplied in either printed or electronic form and post-course support, whereby participants can call or email the trainer direct with any questions or concerns, can also be arranged.

The expert trainer

John has been a senior Facilities Manager for the greater part of his career and has extensive experience as a regional estate manager carrying out the full range of commercial duties. His

experience extends to senior public sector posts and Group Director level in the private sector. He produced the Business Continuity Plan for the whole of the NTL Cable company's UK estate and, as an independent consultant, he has carried out various projects including an FM performance system for Unilever, a strategic review and demographic survey for AIT and reviews of computer systems for Jarvis plc and Consignia. John is now Director of an independent consultancy specialising in FM and PFI with clients such as Clearstream International DBG, Mitchells & Butlers and Stonemartin Corporate Centres.

He is a fellow of the British Institute of Facilities Management and an experienced public speaker – as a trainer as well as conference speaking. He is a visiting lecturer at Reading University.

Course outline

1 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

2 Project strategy

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

3 Forming the project team

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

4 Project plan

- List activities
- Draft plan to timeframe
- List key dates
- Identify dependencies
- Consult key players
- Plan approval and sign-off

5 Project document control

- Reason for controls
- Mechanisms of control
- Types of document
- Updating and reviews
- Audit

6 In-project management

- Direction
- Communication and people skills
- Reporting

- Measurement against deliverables
- Cost control
- Quality
- Identifying, managing and avoiding problems
- Keeping focused

7 Post-project

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

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