

# Project Management for Facility Management

How to manage facilities & support services throughout the project life cycle

24 & 25 September 2009

In today's dynamic and competitive environment, **Facility Management (FM) is shifting from what it used to be viewed as overhead and maintenance function towards a strategic business resource for supporting the organisation's objectives.** As such, FM is expected to be tasked with the delivery of significant projects for their organisations.

This workshop sets out to **demystify** the project management process and equip the team with the basic tools and techniques to control and deliver projects in line with expectations.

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



## What You Will Learn:

This two-days workshop sets out a easy approach to managing facilities projects in line with objectives, budgets and customer expectations which will help participants to:

- Appreciate projects as initiator of change to support organisation's objectives.
- Understand project management process.
- Know Project Success Formula =  $TCQ + SS + P^3$
- Be aware the activities involved in each phase of a project.
- Understand the importance of incorporating facility management throughout project life cycle.
- Aware of tensions & challenges in managing FM projects.
- Appreciate decision making and problem solving in project management.
- How to apply project management's tools and techniques.

## Who should attend:

Managers and executives in facility management, administration, building management, properties management, etc, who are responsible for built-facilities operations and maintenance

## Format:

Interactive workshop, discussions, case studies, application techniques

**Fee: S\$570.00** inclusive

- **handbook**
- **CD containing useful templates & project selection software**
- **Lunch and tea breaks**

**Discount for IFMA Members and group of 3 or more**

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Endorse By:

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