

Project Management For FM

Venue Information

Venue: London UK

Place:

Start Date: 2025-07-14

End Date: 2025-07-18

Course Details

Net Fee: £4750.00

Duration: 1 week

Category ID: FMTC

Course Code: FMTC-4

Syllabus

Skilllinx's Comprehensive Project Management For FM courses

Introduction: Facilities managers often spearhead critical projects for their organizations, spanning from new constructions to staff relocations and sustainability initiatives. Success in these endeavors requires a structured approach tailored to the task's scope. This seminar aims to demystify project management in facilities management, equipping participants with essential tools to ensure project delivery aligns with expectations.

Objectives: Attendees will learn to:

- Recognize the importance of formal project management
- Understand key elements of a project strategy
- Effectively assign responsibilities and monitor progress
- Develop and execute project plans within specified parameters
- Cultivate effective communication and troubleshooting skills
- Ensure stakeholder involvement and achieve project objectives within time and budget constraints

- Defining project scope and objectives
- Drafting a concept paper and business case
- Interpreting project briefs and establishing ownership
- Identifying budgetary constraints and resource allocations

Day 2: Project Strategy

- Crafting a comprehensive project strategy
- Organizing project elements and establishing controls
- Planning critical dates and evaluating risks
- Setting technical and quality standards

Day 3: Forming the Project Team

- Defining required disciplines and skill sets
- Selecting team members and allocating roles
- Setting objectives and deliverables
- Ensuring team commitment and availability

Day 4: Project Planning

- Listing project activities and drafting timelines
- Identifying dependencies and consulting stakeholders
- Gaining plan approval and sign-off
- Implementing document control mechanisms

Day 5: In-Project Management and Post-Project

- Directing project activities and fostering communication
- Monitoring progress against deliverables and controlling costs
- Managing quality and mitigating potential issues
- Reviewing project outcomes and ensuring smooth handover of responsibilities

Skilllinx's Project Management For FM courses provides participants with the essential skills and knowledge to effectively manage facilities projects from inception to completion. Join us to enhance your project management capabilities and drive success in FM initiatives.