

PROJECT MANAGEMENT FOR FM TRAINING

“Delivering Facilities Projects with Precision, Efficiency, and Confidence.”

Schedule	
Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation
▶ Available delivery methods: In-House Training	

Introduction

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.

Objectives

- By the end of this course, participants will be able to:
- Understand the key stages and principles of project management in an FM context.
 - Define and structure project briefs aligned with organizational objectives.
 - Develop practical project timelines, budgets, and communication plans.
 - Assign clear responsibilities and ensure accountability across the project team.
 - Identify and mitigate risks associated with facilities projects.
 - Apply effective techniques for progress monitoring and performance measurement.
 - Manage documentation, reporting, and stakeholder engagement efficiently.
 - Deliver successful FM projects that enhance organizational performance.

Why Attend

This course is ideal for FM professionals who manage or contribute to large and small-scale projects but may lack formal project management training. It simplifies complex project management concepts into practical, FM-focused applications, giving participants the confidence and competence to manage future projects effectively. By attending, you'll enhance your professional credibility, reduce costly errors, and increase your success rate in delivering on organizational expectations.

Target Audience

This training is designed for individuals involved in planning, coordinating, or executing FM-related projects, including:

- Facilities Managers and Supervisors
- Maintenance and Operations Managers
- Project Coordinators and Engineers
- Property and Estate Managers
- Environmental and Sustainability Officers
- Anyone responsible for implementing change or improvements within facilities.

Individual Benefits

- Gain confidence in managing complex facilities projects from start to finish.
- Learn to plan, execute, and close projects effectively.
- Improve leadership, communication, and organizational skills.
- Understand how to balance cost, time, quality, and scope.
- Enhance your professional profile and FM project management capabilities.

Organizational Benefits

- Improve project delivery consistency and performance.
- Ensure FM initiatives align with corporate goals and standards.
- Reduce project risks, delays, and cost overruns.
- Enhance collaboration and accountability across departments.
- Strengthen the organization's reputation for efficient project execution.

Instructional Methodology

This course employs a hands-on, interactive approach that blends theory with practical application. Methods include:

- Expert-led presentations
- Group discussions and workshops
- Real-world FM project case studies
- Problem-solving and scenario-based exercises
- Practical templates and tools for immediate workplace use

Course Outline

- Module 1: Introduction to Project Management Principles
- Module 2: Understanding the FM Project Lifecycle
- Module 3: Defining the Project Scope and Objectives
- Module 4: Project Planning – Time, Cost, and Quality Control
- Module 5: Communication, Coordination, and Stakeholder Management
- Module 6: Risk Identification and Mitigation Strategies
- Module 7: Monitoring Progress and Managing Change
- Module 8: Project Closure, Evaluation, and Lessons Learned
- Module 9: Case Study – Applying the Methodology to a Real FM Project

Certification

Upon successful completion of the course, participants will receive a Certificate of Completion in Project Management for Facilities Management, demonstrating their ability to apply structured project management techniques to enhance operational efficiency and organizational success.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: +601116373203	EMAIL: info@mawaevents.net
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