

## IFMA CHAPTER EDUCATION

### PLANNING AND PROJECT MANAGEMENT – AN IFMA COMPETENCY COURSE

(One of the courses required for the IFMA FMP Credential)

**14<sup>th</sup> and 15<sup>th</sup> November 2008**

To be held at RICS, Room 1804, Hopewell Centre, 183 Queen's Road East, Wanchai



Construction, renovation and relocation projects are some of the most visible efforts in your area, and well-managed projects will reinforce the value that you and your team bring to your company.

Although all facility projects differ in some way, they all have one thing in common—the project management process. Regardless of the type of project you are managing, you still need to create a project plan, develop a budget and schedule, and manage the programming and design phases. To bring projects in on time and on budget you need technical skills to manage the programming and design phases and management skills to lead and motivate your team.

This is an on-site training course offered by the Hong Kong Chapter of IFMA, bringing you a variety of benefits including:

- A clear understanding of the overall business plan to provide a framework in which to provide, review and implement real estate strategic and tactical plans.
- Learn project planning and management and the skills are particularly important because of the wide range of projects assigned to the facility function.
- Learn programming and design and FMs must manage these two activities to ensure successful execution of the facility plan.
- Learn the roles and responsibilities for the FM during the construction and occupancy process.

Your trainer for this course will be Ir. Dr. John D. Gilleard, a Fellow of IFMA and an IFMA Approved Instructor. John taught for many years the Facility Management and received IFMA's prestigious 'Educator of the Year Award' in 1998.

For full details of the course go to the IFMA web site [www.ifma.org.hk/education.html](http://www.ifma.org.hk/education.html) and click the link for [course info](#).

This is an IFMA FM Competency Course providing 1.5 Certified Education Units (CEUs) towards CFM renewal and 1 FMP Credits in Area 3 towards the FMP credential.



*See page 3 for the course cost and enrolment form*