



PROJACS ACADEMY  
by egis



# Implementing Asset and Facility Management (IFMAM Workshop 1, 2)

تنفيذ وتطبيق المعايير العالمية في إدارة الأصول والمرافق

03 - 14 July 2023

Istanbul / Turkey

## Introduction

The program is designed in the form of a series of lectures and case studies to provide an understanding of the concept of operations and maintenance and the efficient management of facilities. This program offers an opportunity to improve knowledge and skills of those who are responsible in managing and supervising the operations and management of facilities and for those who desires an uninterrupted service to clients and users of facilities. All these targets will be achieved as participants are exposed to the experiences and knowledge of speakers who have been in this business for more than a decade.

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## Who Should Attend?

Participants from organizations where the reliability, performance and attendant risks of fixed assets have a significant impact on business performance, will benefit most from this course. This course is suitable for engineering and technical managers, project managers and project engineers, operations managers, maintenance managers, Facilities Managers, EHS and quality managers, and procurement and supply chain managers.

## Course Outline

### Day One

#### Overview of Asset Management

- Understanding Asset Life Cycle
- Operation & Maintenance versus Facilities Management
- Asset and Facilities Management Challenges and Future Trend

### Day Two

- Facility Planning and Design
- Service Delivery Philosophy and Strategy
- Implementation Plan, Cost Strategy and Organization Structure
- Integrating Sustainable Development in FM

### Day Three

- Decision Making and Thinking Theory
- Conceptual Framework of Thinking Skills and Decision Making.
- Divergent and Convergent Thinking in Decision Making.
- Critical Constructive Thinking in Decision Making.

#### Facilities Planning and Design

- Facilities Management
- Principles and Techniques

### Day Four

#### Facility Operation

- Challenges
- Performance Indicators
- Evaluation

### Day Five

#### Operations Management Implementation

- Understanding Operations and Maintenance Management
- Analyzing Operation Processes & Developing Operation Strategies
- Developing Operation Strategies

### Day Six and Seven (Weekend)

## Day Eight

### **Contract Types**

#### **Decision Making and Thinking Theory**

- Conceptual Framework of Thinking Skills and Decision Making.
- Divergent and Convergent Thinking in Decision Making.
- Critical Constructive Thinking in Decision Making.

## Day Nine

### **The Need for Strategic Planning for facility Management**

- Organizational Performance
- Problems
- Quality
- Power/Authority
- Competitiveness

#### **Principles of Strategic Planning**

## Day Ten

### **Facilities Management**

- Service Delivery Philosophy and Strategy
- Implementation Plan, Cost Strategy and Organization Structure
- Integrating Sustainable Development in FM

## Day Eleven

### **Management Reports**

#### **Maintenance Backlog Report**

- Maintenance Performance Report

#### **Monthly Status Report**

## Day Twelve

### **Facilities Planning and Design**

- Facilities Management
- Principles and Techniques
- Key Aspects of Facility Planning & Design

## Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation. slides and handouts.
- Post-assessment

## Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

## Schedule

The course agenda will be as follows:

- |                     |                  |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am   |
| • Coffee Break      | 10.00-10.15 am   |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break      | 12.15-12.45 pm   |
| • Technical Session | 12.45-02.30 pm   |
| • Course Ends       | 02.30 pm         |

## Course Fees\*

- **5,950 USD**  
*\*VAT is Excluded If Applicable*



### المقدمة

تم تصميم البرنامج على شكل سلسلة من المحاضرات ودراسات الحالة لتوفير فهم لمفهوم العمليات والصيانة والإدارة الفعالة للمرافق. يوفر هذا البرنامج فرصة لتحسين المعرفة والمهارات لأولئك المسؤولين في إدارة والإشراف على عمليات وإدارة المرافق وأولئك الذين يرغبون في خدمة مستمرة للعملاء ومستخدمي المرافق. سيتم تحقيق كل هذه الأهداف حيث يتعرض المشاركون لتجارب ومعرفة المتحدثين الذين عملوا في هذا المجال لأكثر من عقد من الزمان.

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### الحضور

سيستفيد المشاركون من المنظمات التي يكون لموثوقية الأصول الثابتة والأداء والمخاطر المصاحبة لها تأثير كبير على أداء الأعمال. هذه الدورة مناسبة للمديرين الهندسيين والفنيين ومديري المشاريع ومهندسي المشاريع ومديري العمليات ومديري الصيانة ومديري المرافق ومديري البيئة والصحة والسلامة والجودة ومديري المشتريات وسلسلة التوريد.