

BIFM Training:

Managing Relocation, Planning & Project Managing a Fit Out & Move

2-day course

Aim

To provide delegates with the knowledge and techniques to confidently plan and project manage relocations and manage building fit-outs and moves

Objectives

By the end of this course you will be able to describe:

How to define the project scope and objectives
How to plan tasks, sequences, and timescales
Ways to identify and hire professional expertise
Key aspects of forms of contract including JCT and Management Fee
The key principles of budgeting and financial control
How to plan and design space in general office and specialist areas
The implications and effects of cabling for IT and telecomms
Key issues for lighting, cooling and heating
Key aspects of the implications of the CDM Regulations
Other relevant Health & Safety issues
How to manage site and project management meetings
Key issues related to furniture
Ways to liaise with users
How to plan the move using move checklists
How to plan the project
Key contract & design Issues
How to achieve the right internal environment
Critical factors in laying out the space
How to prepare, organise and manage the move
Key post-move management issues

Description

In these days of rapid business change and re-organisation an increasing number of facilities and other managers are becoming involved in fitting out office space. Even quite small projects can involve identifying and sequencing a wide range of tasks, tight budgeting and financial control, setting up and managing a project team and extensive liaison with users.

This workshop leads delegates through the processes involved in planning and project managing a building fit-out and move. Syndicate sessions will cover space planning and building service offerings and a move checklist is included in the documentation.

A botched project can result in missed deadlines, cost overruns, unhappy users and, sometimes, a ruined FM reputation.

In this two day course the speaker takes delegates step by step through the key processes, and you will take away comprehensive documentation.

Programme

Day 1

0930 Planning the Project

1030 Contract & Design Issues

1215 The Internal Environment

1400 Health & Safety

1430 Finance

1520 Laying out the space

Space Exercise 1

1630 Close

Coffee: 1100-1120 Lunch: 1245-1400 Tea: 1500-1520

Day 2

0930 Space Exercise 2 and Contract Management

1120 Preparing for Occupation

1400 Planning and Organising the Move

1520 Post-move Management

1600 Skills and Knowledge Needs

1630 Close

Coffee: 1100-1120 Lunch: 1245-1400 Tea: 1500-1520