



Procurement & Supply Chain Operations

Facility Planning and Management

Course Introduction

This comprehensive five-day course provides participants with the tools and frameworks required to plan, manage, and optimize facility operations effectively. It begins with an overview of strategic facility management and progresses through engineering design and space planning. Participants will explore Facility Management Information Systems (FMIS), maintenance strategies, large-scale project planning, and financial analysis. The course concludes with a focus on budgeting and capital planning, equipping professionals with a well-rounded understanding of modern facility planning and management practices.

Target Audience

This course is intended for facility managers, engineers, planners, operations professionals, and anyone responsible for strategic and operational facility management, including those overseeing large-scale facility projects, outsourced services, or infrastructure investments.

Learning Objectives

- Recognize the essential roles and responsibilities of facility management and develop strategic FM plans that balance in-house services and outsourcing.
- Apply engineering planning and design tools for space and furniture layout using professional planning techniques.
- Understand FMIS functions and implement effective maintenance strategies for operations and facility security.
- Manage large facility projects using project management tools such as WBS, Gantt charts, and resource planning.

- Evaluate financial alternatives, prepare facility budgets, and conduct capital budgeting assessments.

Course Outline

• Day 01

Introduction & Strategic Facility Planning

- Defining Facility Management
- Roles and Responsibilities of the Facility Manager
- Key Activities in Facility Management
- Challenges and Risks in Facility Operations
- Strategic Facility Planning
- Retaining Services In-House vs. Outsourcing
- FM Strategic Options and Outsourcing Models
- Developing and Managing Service Level Agreements (SLAs)

• Day 02

Engineering Design & Space Planning

- Design Requirements and Facility Layouts
- Approaches to Furniture Planning:
- Closed Plan vs. Open Plan
- Space Planning Considerations
- Planning Tools and Techniques:
- Criteria Matrix
- Adjacency Matrices
- Relationship Diagrams
- Bubble Diagrams
- Block Planning

• Day 03

Technology, Maintenance & Operations

- Overview of Facility Management Information Systems (FMIS)

Maintenance Types and Strategies:

- Emergency Maintenance
 - Corrective Maintenance
 - Preventive Maintenance
 - Predictive Maintenance
 - Integrating Maintenance Planning with FMIS
 - Facility Security Management and Risk Mitigation
- **Day 04**

Project Management in Large Facilities

- Identifying and Scoping Large Facility Projects
 - Defining Work Packages and Deliverables
 - Work Breakdown Structure (WBS)
 - Developing Schedules and Gantt Charts
 - Resource Planning and Allocation
 - Managing Multidisciplinary Facility Teams
- **Day 05**

Financial Analysis & Capital Planning

- Evaluating and Ranking Alternative Facility Plans
- Weighted Factor Comparison Techniques
- Facility Budgeting Fundamentals
- Common Ratios and Trend Analysis for Facilities
- Capital Budgeting and ROI Evaluation
- Financial Decision-Making in Facility Management

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 30, 2025	July 4, 2025	5 days	4950.00 \$	Netherlands - Amsterdam
Sept. 14, 2025	Sept. 18, 2025	5 days	4250.00 \$	KSA - Jeddah
Nov. 16, 2025	Nov. 20, 2025	5 days	4250.00 \$	Qatar - El Doha

FROM	TO	DURATION	FEEs	LOCATION
Nov. 16, 2025	Nov. 20, 2025	5 days	4250.00 \$	UAE - Dubai