

DEA 2550-6590

Introduction to Facility Planning & Management

Course Overview

This course is intended to familiarize students with the facility planning and management field. Emphasis is on understanding the different areas of responsibility of the Facility Planning and Management function in large organizations, and how FPM can help the organization achieve its fundamental business objectives. A major focus of the course is the ways in which large corporations are incorporating sustainability into their facility; and in particular, the issues and challenges faced by facility managers responsible for managing and maintaining sophisticated green buildings over time and the ways they have addressed them.

Course Objectives

Upon completion of the course students should be able to:

- Identify and understand key FM functions and responsibilities.
- Identify and understand key business challenges FM must consider.
- Become familiar with some of the FM tools and techniques.
- Become familiar with how sustainability is affecting facility planning and management.
- Understand the relation of the FM function to other functions within the organization.

Course Topics

- ◆ History and development of field
- ◆ Sustainability (considered for all topics)
- ◆ Strategic planning
- ◆ Managing Information: Building management systems and information technology
- ◆ Space planning and alternative workplace strategies
- ◆ Health and safety/security (disaster planning)
- ◆ Maintenance and operations
- ◆ Project management
- ◆ Workplace change management
- ◆ Internships, jobs and career tracks

Student Project: FM Green Audit

Students explore the issues and challenges of implementing, managing and maintaining sustainable policies, designs, and practices in a term long case study project with a major organization. The project is broken down into four deliverables:

1. *Literature Review*: Key practices and drivers for them.
2. *Case Study*: Practices implemented and drivers for them.
3. *Issues and Challenges* and *Unintended Consequences*: The implications of sustainable approaches on functional FM areas and responsibilities.
4. *Final Report*: Integration of first 3 reports into single report.

Project Overview

The tipping point for sustainable design has been reached: Most large organizations are considering and implementing some form of sustainable design and facility practices. Architects, working with the FM, typically propose green designs. FM is responsible for making the green approach work over time. This involves not just managing costs, but also providing a working environment that helps attract and retain staff and enables them to work safely and productively.

The term project is a case study with an organization that has implemented some form of sustainable planning, design, and operational policies and practices. Students will be responsible for:

1. Searching the literature for relevant articles and research on green practices being implemented by organizations.
2. Exploring with key informants
 - a. the kinds of sustainable design, policies, and practices that have been implemented by that organization;
 - b. the drivers (motivation for) adopting green practices at all, as well as for the specific designs, policies, and practices adopted;
 - c. The ways (and kind of data used, if any) in which green practices were justified in the planning process; and how the benefits have been assessed.
 - d. Issues and challenges faced (engineering, cost, users, organizational politics, etc.) implementing green approaches;
 - e. Any unexpected or unintended consequences (positive and/or negative) of adopting green approaches (e.g., environmental impact on other nearby buildings, or campus as a whole).
 - f. How green approaches have affected (or not) the different functional areas and responsibilities of FM in the case study organization (e.g., space planning, strategic space planning, health and safety, security, operations and maintenance);
 - g. New skills, knowledge, and mindset needed for FM to effectively manage green buildings and campuses over time;