

DAY 1

Introduction to Asset & Facilities Management

- Introduction to the Subject
- Asset & Facilities Management as a Business Process
- Asset Management Landscape Model
- Strategy Framework
 - Line of Sight
 - Asset & Facilities Management policy, Asset & Facilities Management Strategy
 - Goal Setting
 - (Strategic) Asset & Facilities Management Plan
 - Feedback & Improvement
- Asset Management Roles – *about roles, expectations and responsibilities*
- ISO 550000 – *The International Standard on Asset Management*
- Certification Procedure

DAY 2

Good Asset & Facilities Management Practice – Part 1

- Identifying Risk
- Significance of Risk
- Risk Management on Business Level
- Stakeholder Management
- Risk Based Maintenance (RBM) for Assets & Facilities

DAY 3

Good Asset & Facilities Management Practice – Part 2

- Sourcing & Outsourcing – *Who does what and why?*
- Procurement Aspects
- Defining Level of Service
- Defining the Right Key Performance Indicators
- How to Measure the Contractor Performance
- Vendor Management

DAY 4

Good Asset & Facilities Management Practice - Part 3

- Life Cycle Management for Assets & Facilities
 - Demand Forecasting
 - Systems Engineering
 - RAMS
- Condition Assessment and Monitoring
- Information & Configuration Management
- Life Cycle Costing (LCC)

DAY 5

Assessment & Implementation Aspects

- Asset Management Assessment - *Assessment Tools*
- Asset Management Teams
- Changing the Behaviour of People
- Implementation of Asset Management