

## Subject Description Form

<b>Subject Code</b>	BSE5521
<b>Subject Title</b>	Strategic Facility Planning and Asset Management
<b>Credit Value</b>	3
<b>Level</b>	5
<b>Pre-requisite/ Co-requisite/ Exclusion</b>	BSE 551 Facility Management Professional Practice
<b>Objectives</b>	The general lack of awareness of building assets as a key business resource that can leverage the corporate productivity of its most expensive resource, human resource; has often reinforced the image that facility management is a largely operational in nature. In this respect, developing competences that enable facility professionals to participate and contribute at the strategic planning level is a prerequisite and integral part of business planning. This subject aims to bridge this critical gap by provided a focus on strategic aspects of facility management, namely Strategic Facility Planning and Asset Management.
<b>Intended Learning Outcomes</b>	<p>Upon successful completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> <li>a. fully understand the critical role of facility planning at the portfolio level as part of strategic business planning;</li> <li>b. fully understand the underlying principles and components of strategic asset management;</li> <li>c. critically examine the key elements and processes covered under Strategic Facility Planning (SFP) at the portfolio level;</li> <li>d. justify the need for an Asset Management (AM) framework to guide the effective decision making and efficient operations of the corporate built assets portfolio;</li> <li>e. articulate and apply the requirements of SFP and AM in an organisational setting via case studies and a full-day workshop based on realistic business scenarios.</li> </ol>
<b>Subject Synopsis/ Indicative Syllabus</b>	<p>This compulsory subject will cover strategic dimensions of Facility Management in corporate organisations that should be considered at the policy formulation level. The content of the subject will primarily concentrate on Facility Planning as a strategic process and the need for a whole-life asset management framework for managing buildings as a special class of durable assets.</p> <p>There are five main components to this compulsory subject:</p> <ul style="list-style-type: none"> <li>• Strategic Facility Planning at the portfolio level</li> <li>• Strategic Facility Planning processes</li> <li>• Principles of Asset Management</li> <li>• Asset Management processes</li> <li>• Applications and Case Studies</li> </ul>

<b>Teaching/Learning Methodology</b>	<p>This subject will be taught through a combination of evening lectures and at least one weekend period of intensive workshop. The lecture material is provided only as a base for the student's further study/research. Assignments and final examination will be assessed on this basis.</p> <p>Based on lecture material/direction, students will be expected to undertake research into the various parts of the subject. A high level of student involvement/interaction and independent research is mandatory. It is assumed that students will attend all the classes and will participate actively in class discussions. Attendance of the full-day workshop is essential for students taking the subject. Attendance at local workshops, seminars and conference may be required as a part of the subject.</p> <ul style="list-style-type: none"> <li>• Lectures/case studies</li> <li>• Seminars and Workshop</li> <li>• Independent study</li> <li>• Assignment preparation</li> </ul> <p><u>Assessment:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Examination</td> <td style="text-align: right;">40%</td> </tr> <tr> <td>Continuous assessment</td> <td style="text-align: right;">60%</td> </tr> </table>	Examination	40%	Continuous assessment	60%
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<b>Assessment Methods in Alignment with Intended Learning Outcomes</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Specific assessment methods/tasks</th> <th rowspan="2" style="width: 10%;">% weighting</th> <th colspan="5">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th style="width: 8%;">a.</th> <th style="width: 8%;">b.</th> <th style="width: 8%;">c.</th> <th style="width: 8%;">d.</th> <th style="width: 8%;">e.</th> </tr> </thead> <tbody> <tr> <td>1. Case Study Review</td> <td style="text-align: center;">30%</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>2. Full-day Workshop and Report</td> <td style="text-align: center;">30%</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>3. Examination</td> <td style="text-align: center;">40%</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: center;"><b>100%</b></td> <td colspan="5"></td> </tr> </tbody> </table> <p>i) The case study review assignment is designed to assess the students' individual ability in attaining the intended outcomes a), b) &amp; c), as an interim assessment on their individual learning progress.</p> <p>ii) The interactive workshop (facilitated by experienced professionals) is designed to encourage group discussion and exchange of experience via realistic case scenario. It is used to assess students' ability of knowledge application and presentation skills.</p> <p>iii) The written examination is to assess the overall ability of individual students in attaining the various intended outcomes.</p>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)					a.	b.	c.	d.	e.	1. Case Study Review	30%	✓	✓	✓	✓	✓	2. Full-day Workshop and Report	30%	✓	✓	✓	✓	✓	3. Examination	40%	✓	✓	✓	✓	✓	<b>Total</b>	<b>100%</b>					
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## Reading List and References

### **Strategic Facility Planning**

Barrett, P. and Baldry, D. (2003) *Facilities Management – towards best practice*. 2nd Edition. Blackwell Publishing.

Best, R, Langston, C. and De Valence, G., (2003) *Workplace Strategies and Facilities Management – Building in Value*, Butterworth-Heinemann. Chapters 3, 5 & 12.

Cotts, D.G.; Roper, K.O. & Payant, R.P. (2010). *The Facilities Management Handbook* (3<sup>rd</sup> Edition), AMACOM. Chapter 4 – Strategic and Annual Planning.

Edwards, V. and Ellison, L. (2004), *Corporate Property Management – aligning real estate with business strategy*. Blackwell Publishing. Chapter 1.

IFMA (2009) *Strategic Facility Planning: A white paper*.

Nutt, B. and McLennan, P. (2000), *Facility Management – risks and opportunities*. Blackwell Science. Chapter 6.

Rondeau, E. P., Brown, R.K. & Lapides, P.D., (2006). *Facility Management* (2<sup>nd</sup> Edition), Wiley. Chapter 2 – Long Range and Annual Facility Planning.

Then, D. S. S. & McGregor, W., (2001). *Facilities Management and the Business of Space*, Butterworth-Heinemann. (ISBN: 0-340-719864-8) Chapter 1.

Then, D. S. S. & Tan, T. H. (2013). *Facilities Management and the Business of Managing Assets*. Routledge, London & New York. 2013. (ISBN: 978-0-415-27494-4). Chapters 1 to 5.

### **Asset Management**

Best, R, Langston, C. and De Valence, G., (2003) *Workplace Strategies and Facilities Management – Building in Value*, Butterworth-Heinemann. Chapter 14.

Davies, R. *An Introduction to Asset Management*.  
<[http://www.hvds.co.nz/files/docs/10695\\_iam\\_beginners\\_guide\\_low\\_9.pdf](http://www.hvds.co.nz/files/docs/10695_iam_beginners_guide_low_9.pdf)>

Hastings, N. (2010) *Physical Asset Management*. Springer. Chapters 1 & 2.

Institute of Public Works Engineering Australia.; Association of Local Government Engineers of New Zealand. National Asset Management Steering Group. (2015). *International infrastructure management manual* (5<sup>th</sup> Edition), Sydney, NSW : IPWEA; Wellington, N.Z.

Then, D. S. S. (Ed.) (2002). Brisbane 2001 symposium of Working Commission W070 on facilities management and asset maintenance, *Facilities*, Vol.20(3/4).

Then, D.S.S. & Tan, T.H., (2013). *Facilities Management and the Business of Managing Assets*, Routledge. Chapters 1, 2, 3, & 7.

Victoria State Government (2016). *Asset Management Accountability Framework*,  
<<http://www.dtf.vic.gov.au/Investment-Planning-and-Evaluation/Understanding-investment-planning-and-review/What-is-asset-management>>