

**FACILITY MANAGEMENT TRAINING PROGRAM
Participant Schedule**

SUMMARY

Prepared For: Participant

Date Registered: 1/1/2018

Target Completion Date: 5/6/2019

Course	Start Date	Target Completion Date	Status
1 Operations & Maintenance	4/8/2019	4/9/2018	<i>IN PROGRESS</i>
2 Leadership & Strategy	4/9/2018	5/21/2018	<i>NOT STARTED</i>
3 Emergency Preparedness	5/21/2018	7/2/2018	<i>NOT STARTED</i>
4 Project Management	7/2/2018	9/3/2018	<i>NOT STARTED</i>
5 Real Estate	9/3/2018	10/22/2018	<i>NOT STARTED</i>
6 Building Energy Management	10/22/2018	12/24/2018	<i>NOT STARTED</i>
7 Quality & Process Improvement	12/24/2018	1/21/2019	<i>NOT STARTED</i>
8 Finance & Business	1/21/2019	3/11/2019	<i>NOT STARTED</i>
9 Technology	3/11/2019	4/8/2019	<i>NOT STARTED</i>
10 Organizational Change	4/8/2019	5/6/2019	<i>NOT STARTED</i>

BY COURSE SCHEDULE DETAILS

Operations and Maintenance

Start date : 1/1/2018

Target Completion Date: 4/9/2018

Unit	Topic	# of Videos	Read	Assignments	Suggested Completion Date
1	History of Maintenance	1			1/8/2018
	Program Organizational Structure	3	Ch. 1		1/15/2018
	Program Operations	1	Ch. 2	Certificate Checkpoint 1	1/22/2018
2	Operations and Maintenance Plans	4	Ch. 3 & 4		1/29/2018
	Preventive & Predictive Maintenance	3	Ch. 5 & 6		2/5/2018
	Indoor Air Quality	3	Ch. 7	Certificate Checkpoint 2	2/12/2018
3	Technical Improvement Plans	4	Ch. 8		2/19/2018
	Equipment, Systems and Maintenance Operations	3	Ch. 9 & 10		2/26/2018
	Electrical Equipment & Systems	3	Ch. 11		3/5/2018
	Outsourcing Considerations	3	Ch. 12	Certificate Checkpoint 3	3/12/2018
4	Landscaping and Grounds	1	Ch. 14		3/17/2018
	Conveyance Systems	1	Ch. 15		3/23/2018
	Water Treatment	1	Ch. 16		3/28/2018
	Capital Planning	1	Ch. 19		4/3/2018
	Utilities Infrastructure	2	Ch. 20	Certificate Checkpoint 4 Building Assessment Report	4/9/2018

Leadership and Strategy

Start date : 4/9/2018

Target Completion Date: 5/21/2018

Unit	Topic	# of Videos	Read	Assignments	Suggested Completion Date
1	Leadership & Strategy	2	DNA of Leadership: Ch. 1 - 8	Individual Core Values Worksheet	4/19/2018
			DNA of Leadership: Ch. 9 - 16	Personality Assessment	4/30/2018
2	Leadership & Strategy		DNA of Leadership: Ch. 17 - 24		5/10/2018
			Leadership Book of Choice	Leadership Books Wisdom Overview	5/21/2018

Emergency Preparedness

Start date : 5/21/2018

Target Completion Date: 7/2/2018

Unit	Topic	# of Videos	Read	Assignments	Suggested Completion Date
1	Emergency Preparedness	1	Pg. 1-16		6/11/2018
2	Emergency Preparedness & Emergency Management Plan	3	Pg. 17-41	Emergency Management Plan Report	7/2/2018

Project Management

Start date : 7/2/2018

Target Completion Date: 9/3/2018

Unit	Topic	# of Videos	Assignments	Suggested Completion Date
1	Introduction	4		7/9/2018
	Industry Process/ AIA	5		7/16/2018
	Delivery Processes Available to the Project Manager	4	Comprehensive Checklist	7/23/2018
2	Project Start Up	7	Work Authorization Form	7/30/2018
	Project Start Up Clarifications	5		8/6/2018
	Development of the Request for Proposal and Managing Bids	6	Bid Form for RFP	8/13/2018
	RFP Clarifications	3		8/20/2018
3	Life Cycle Cost Analysis	3	Construction Documents	8/24/2018
			Life Cycle Cost Analysis	8/29/2018
	Panel Discussion	3	Project Manager's Handbook	9/3/2018