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COURSE BROCHURE

# Facilities Planning and Management Training Course

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Registered in the United Kingdom and Saudi Arabia

# Facilities Planning and Management Training Course

Facilities Planning and Management is a 1-week training course for facilities managers, space planners and estates officers who must match buildings to the organisations they house, and it ends with each participant drafting a facility master plan. Hybrid working, rising occupancy costs and ageing building stock now force estates teams to justify every square metre. Jupiter Prime Training treats facilities planning and management as the link between workplace demand and building capacity.

## Why Facilities Planning and Management Matters Now

Three pressures shape facilities planning and management today. Occupiers use space unevenly, with peak days, empty desks and crowded meeting rooms in the same building. Finance leaders ask for the whole-life cost of a building rather than its annual running cost. Sustainability targets push owners to consolidate, refurbish or release space rather than build more. An organisation that plans well releases surplus floors, defers capital spend and gives people the settings they need; one that plans badly pays for empty space while teams queue for rooms. The course rests on ISO 41001, the international standard for facility management systems.

## Who Gains Most from Facilities Planning and Management

- Those who allocate floors, desks and support spaces to departments
- Those who run occupancy surveys and utilisation counts
- Those who prepare estate budgets and building condition forecasts
- Those who brief architects and fit-out contractors on space needs
- Those who maintain property registers and floor plan records

Estates functions of universities, hospitals and corporate head offices gain most when their space, finance and operations officers attend together.

## Facilities Planning and Management Capabilities

Participants turn headcount forecasts, utilisation counts and condition surveys into a defensible picture of how much space an organisation needs, where and when.

- Assess utilisation and occupancy patterns from sensor and survey counts — for space allocation decisions
- Calculate space requirements from headcount forecasts and work settings — for department heads
- Specify space standards and adjacency rules for each function — for design briefs
- Weigh consolidate, refurbish, lease and build options — for capital approval boards
- Build lifecycle cost and condition forecasts for each building — for finance directors
- Communicate phased estate moves and decants — for occupiers and senior sponsors

## Key Facilities Planning and Management Terms

- Utilisation rate — the share of available desks, rooms or floors actually in use during a measured period.
- Space standard — an agreed allowance of area or settings per person, team or activity type.
- Stacking and blocking — the allocation of departments to floors and zones according to size and adjacency needs.
- Decant — a temporary move of occupants out of space so it can be refurbished or reconfigured.
- Lifecycle cost — the total cost of a building element from acquisition through operation and maintenance to disposal.
- Facility master plan — a long-range plan aligning estate capacity, condition and investment with organisational demand.

## Facilities Planning and Management Day by Day

### Day 1: Estate Context and Occupier Demand

- Organisational Strategy Review — Translating Business Goals into Space Demand
- ISO 41001 Context Clauses — Defining Interested Parties and Facility Scope
- Headcount and Growth Forecasting — Sizing Future Departments and Teams
- Hybrid Work Patterns — Setting Peak and Average Attendance Assumptions
- Property Register Audit — Confirming Owned, Leased and Surplus Assets

### Day 2: Occupancy Studies and Space Standards

- Utilisation Surveys and Sensor Counts — Measuring Real Desk and Room Use
- Work Setting Typologies — Matching Activities to Room and Desk Types
- Space Standards per Function — Agreeing Area Allowances with Occupiers
- Adjacency Matrices — Placing Teams That Collaborate Most Closely
- Stacking and Blocking Plans — Allocating Departments to Floors and Zones

### Day 3: Building Capacity and Condition

- Net and Gross Area Measurement — Establishing Usable Capacity per Building
- Building Condition Surveys — Ranking Elements by Remaining Life
- Statutory Compliance Registers — Flagging Safety and Access Constraints
- Accessibility and Wellbeing Criteria — Testing Spaces Against Occupant Needs
- Capacity Gap Analysis — Comparing Demand Forecasts with Available Area

### Day 4: Options, Lifecycle Budgets and Phasing

- Estate Option Appraisal — Choosing Consolidate, Refurbish, Lease or Build
- Lifecycle Cost Models — Comparing Whole-Life Costs of Each Option
- Capital and Operating Budget Profiles — Phasing Investment over Planning Horizons
- Decant and Move Sequencing — Keeping Operations Running During Change
- Carbon and Energy Impact Estimates — Weighing Sustainability in Estate Choices

## Day 5: Practising the Facility Master Plan

- Demand Model Exercise — Applying Day 1 Forecasts to a Case Estate
- Space Allocation Exercise — Applying Day 2 Standards to Floor Plans
- Option Scoring Exercise — Applying Day 4 Lifecycle Costs to Choices
- Stakeholder Presentation Practice — Defending Proposals to Sponsors and Occupiers
- Facility Master Plan Draft — Combining Demand, Capacity, Options and Phasing

## Applying Facilities Planning and Management After the Course

- Run a two-week utilisation count on one building and compare the results with its current space allocation.
- Lead an option appraisal session for one surplus or overcrowded site using a lifecycle cost model.

## Facilities Planning and Management Questions FAQ

### What is facilities planning and management and why does it matter now?

Facilities planning and management matches building space, condition and investment to how an organisation actually works. It matters now because hybrid attendance, whole-life cost scrutiny and carbon targets make surplus or poorly used space hard to justify.

### Which roles gain most from facilities planning and management?

Space planners, estates officers and facilities managers gain most, along with finance and project staff who prepare estate budgets, brief designers or manage moves in offices, campuses and healthcare sites.

### How does facilities planning and management differ from a facilities management strategy course?

Facilities planning and management focuses on space demand, building capacity and estate options. A strategy course on facilities management covers service delivery models, sourcing, contracts and performance regimes for building services.

### What do you bring back from facilities planning and management?

You bring back a draft master plan for a case estate, with a demand model, space standards, capacity gaps, scored options and a phased lifecycle budget you can adapt to your own buildings.

## Facilities Planning and Management: The Way Forward

The facility master plan first informs which buildings an organisation keeps, refurbishes or releases over the next planning horizon. Space planners maintain it, finance teams draw budgets from it and sponsors approve moves against it. After its first use, the attendance assumptions and space standards deserve a fresh look, since real occupancy rarely matches the forecast set before people move in.