

ASTSPM3O20

Develop and implement property management plan within a surveying environment



Overview

The Standards that are part of this Unit

SPM3/O20.1 Evaluate options and select property management objectives and plans

SPM3/O20.2 Implement the property management plan and identify asset management opportunities.

This unit is about managing property on behalf of clients or an employer for the purpose of maximising returns to the client/employer. This area of work is diverse and can include day-to-day management of property, maintenance considerations, decisions about refurbishment/redevelopment, consideration of user requirements, forward planning for user changes/space allocation changes, compliance with environmental and legislative changes etc

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Performance criteria

You must be able to:

Evaluate options and select property management objectives and plans

- P1 confirming and clarifying the client's instructions for the management of the property
- P2 gathering and verifying **information** from relevant sources to assist in the preparation of a property **management plan** which is consistent with the client's instructions
- P3 evaluating and assessing the **information** obtained and preparing a draft property management plan for the approval of the line manager
- P4 preparing appropriate **criteria** to assess and measure the performance of the property management **plan**
- P5 presenting and recommending a realistic **property management plan** together with a rationale to support and justify the assumptions made for the approval of the line manager

Implement the property management plan and identify asset management opportunities

You must be able to:

- P6 communicating the approved property market plan to all relevant parties for their information and indicating any special considerations and/or limitations
- P7 implementing proactively the property management plan in accordance with the **client's objectives**
- P8 reviewing the market needs for space and services and updating and maintaining accurate records of **user requirements**
- P9 identifying and evaluating asset management opportunities for allocating space and services which reflect market demand and **user** needs
- P10 preparing appropriate **criteria** upon which to advise and recommend implementing asset management initiatives which meet the **client's objectives**
- P11 assessing the implications of implementing asset management initiatives and making recommendations to the line manager where such opportunities are likely to add value and/or meet the **client's objectives**
- P12 implementing agreed asset management initiatives in accordance with instructions, allocating space and services to **users** to fulfil the client's objectives
- P13 monitoring the performance of the property management plan against the **criteria** and advising the line manager of any variations

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Knowledge and understanding

You need to know and understand:

Evaluate options and select property management objectives and plans

- K1 how do you confirm and clarify the client's instructions for the management of the property? (application)(a)[1,2]
- K2 how do you gather and verify **information** from relevant sources? (application) (b)[1,2]
- K3 how do you to assist in the preparation of a **property management plan** which is consistent with the client's instructions? (application) (b)[2]
- K4 how and why do you evaluate and assess the **information** obtained? (evaluation)9c)[1]
- K5 how and why do you prepare appropriate **criteria** to assess and measure the performance of the **property management plan**? (synthesis) (d)[2,3]
- K6 how do you present the **property management plan** together with a rationale to support and justify the assumptions made for the approval of the line manager? (application) (e)[1,2,3]

Implement the property management plan and identify asset management opportunities. The Unit Commentary

You need to know and understand:

- K7 how do you communicate the approved property management plan to the all relevant parties for their information and indicate any special considerations and/or limitations? (application) (a)[1]
- K8 how do you implement proactively the property management plan in accordance with the **client's objectives**? (application)(b)[1]
- K9 how and why do you review the market needs for space and services? (synthesis) (c)[1]
- K10 how do you update and maintain records of **user** requirements needs? (application) (c)[1]
- K11 how do you identify asset management opportunities for allocating space and services? (application) (d) [2]
- K12 how and why do you evaluate asset management opportunities for allocating space and services which reflect market demand and user needs? (evaluation)(d)[1]
- K13 how and why do you prepare appropriate **criteria** upon which to advise and recommend implementing asset management initiatives which meet the **client's objectives**? (synthesis) (e)[1,2]
- K14 how do you assess the implications of implementing asset management initiatives? (application) (f) [all]
- K15 how and why do you make recommendations to the line manager? (synthesis) (f) [1]

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Additional Information

Scope/range related to performance criteria

Evaluate options and select property management objectives and plans

- 1 **Information:**
 - 1.1 client's instructions
 - 1.2 drawings, plans and surveys
 - 1.3 legal documents
 - 1.4 user requirements
 - 1.5 other records

- 2 **Property management plans:**
 - 2.1 operational
 - 2.2 transactions
 - 2.3 maintenance
 - 2.4 redevelopment and/or refurbishment
 - 2.5 quality service standards

- 3 **Criteria:**
 - 3.1 financial
 - 3.2 specific asset initiatives
 - 3.3 occupancy rates
 - 3.4 redevelopment
 - 3.5 compliance
 - 3.6 environment and sustainability

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- 4 **Client's objectives:**
 - 4.1 asset enhancement
 - 4.2 financial considerations
 - 4.3 occupational requirements
 - 4.4 environmental and sustainability
 - 4.5 legislative
 - 4.6 health and safety
 - 4.7 timing

- 5 **Criteria:**
 - 5.1 financial considerations
 - 5.2 specific asset initiatives
 - 5.3 occupancy levels
 - 5.4 redevelopment refurbishment
 - 5.5 compliance issues

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- 6 **Users:**
 - 6.1 owner
 - 6.2 occupier
 - 6.3 tenant
 - 6.4 third parties

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Suite Surveying, Property Maintenance 2010

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