

ABOUT THE MANUAL

This manual is divided into 8 sections

Section 1: Introduction

Property asset planning, then the structure of this manual is introduced. Details of how it fits into both Property Asset Management and the work of NAMs is followed by outlining the structure and the use of the manual. The benefits that Property Asset Managers will gain from the NAMs Property Manual is also articulated.



Section 2: The Asset Planning Framework

This section describes 5 models that help in understanding the concepts of Property Asset Management. It then describes a framework for Property Asset Management Planning that is used and referred to throughout the Manual to help tie all the information together.



Section 3: Knowing What You Have

Section 3 contains details of what an Information Management Strategy is and how to implement and use one. It includes a description of standardisation of asset data.



Section 4: Know What You Need

This section considers strategic considerations and tying this to the property assets. Six key areas are covered namely, levels of service, risk functionality, utilisation, timing and future demand. These ensure the asset manager "knows what you need", now and in the future.



Section 5: Know What's Possible

Using the past two sections of the manual, the gaps associated with property assets are known. The challenge is to develop options to address these. A decision making framework is described that arms the asset manager with the right information to ensure correct decisions are made on a financial and non-financial basis ensuring the strategic objectives of the organisation are met.



Section 6: Do the Right Thing and Make it Happen

This short section discusses how the property asset planning process should link with the completion of physical works. Understanding the importance of and how to do effective project accounting is the key outcome.



Section 7: Tool Kit

The tool kit contains useful tools described in the text to help the asset manager get started or facilitate some of the tasks required. The tools consist of practical MS Excel spreadsheets, tables of useful information and word templates.



Section 8: Case Studies

The final section contains the case studies from organisations that practice the principles to help the reader understand and give them confidence in Property Asset Management Planning.

