COURSE SYLLABUS

Planning, Managing and Controlling a Personal Property Inventory Course (Self-Paced)

Learn how to plan and manage accurate, compliant inventories of federal personal property using project management tools and lifecycle accountability principles.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/planning-managing-and-controlling-a-personal-property-inventory-course-self-paced

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Course Outline

Module 1: Personal Property Management Basics

- Understanding the legal and regulatory basis for federal personal property management, including key legislation and regulations.
- Defining roles and responsibilities of property management stakeholders, including Property Management Officers (PMOs), Property Custodians, and Accountable Property Officers (APOs).
- Exploring different types of property such as expendable, accountable, sensitive, and capitalized property.
- Overview of the three phases of the personal property management life cycle: acquisition, accountability and control, and disposal.

Module 2: Project Management Basics

- Introduction to project management concepts and how they apply to conducting property inventories.
- Discussing key project management elements, such as planning, scope, cost, and time management.
- Understanding the importance of controlling and managing project risks, performance, and quality.
- Exploring how applying lessons learned from past inventories can improve future projects.

Module 3: Planning a Personal Property Inventory

- Defining the purpose and scope of the inventory project and identifying key stakeholders.
- Creating a comprehensive project plan, including resource estimates, scheduling, and budgeting.
- Identifying methods for eliciting stakeholder requirements and determining project scope, including the use of communication strategies and risk management planning.
- Developing a quality plan and defining success metrics for the inventory project.

Module 4: Controlling a Personal Property Inventory

- Executing the project plan and ensuring the inventory progresses according to schedule and quality standards.
- Directing the project work by managing tasks and resources, measuring quality, and communicating with stakeholders.
- Tracking performance against planned outcomes and managing risks and issues as they arise during the inventory process.

- Using project management tools such as project scheduling software to manage the inventory process efficiently.

Module 5: Managing a Personal Property Inventory

- Managing actual performance and comparing it with planned performance to ensure the project remains on track.
- Managing risks and communicating with stakeholders to keep them informed about inventory progress and any necessary adjustments.
- Understanding project scope and handling changes that may arise during the inventory process.
- Implementing change control processes to manage modifications in scope, time, or cost during the inventory project.

Module 6: Applying Lessons Learned

- Understanding the importance of applying lessons learned from previous inventories to improve future projects.
- Developing systems for capturing and sharing best practices within the organization to improve property management processes.
- Managing and applying the lessons learned process to continue enhancing future inventory efforts and property management systems.