COURSE SYLLABUS

Property Accountability: The Life Cycle Course (Self-Paced)

Learn how to apply laws and regulations to realistic problems in life-cycle management. Focus on acquisition, accountability (including inventory management, redistribution, and reconciliation), and disposal of property. Develop effective team-based skills for managing and leading life-cycle property management operations.

> 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/property-accountability-the-life-cycle-course-self-paced



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Course Outline

Overview of the Property Management Life Cycle

- Introduction to the life cycle of property management: acquisition, accountability, control, and disposal.
- Learn about the role of asset management in supporting organizational objectives and meeting mission requirements.
- Understand the roles of internal and external stakeholders, such as GSA, the acquisition office, and the property management office.

Module 1: Phase 1 – Determination of Need and Acquisition

- Define the responsibilities of property managers in determining the need for property and equipment.
- Understand the procurement process, including the importance of identifying appropriate acquisition sources and methods of supply.
- Explore the challenges of managing customer expectations and overcoming issues related to property requests.

Module 2: Phase 2 – Accountability and Control

- Learn how to manage the accountability and control phase, including tracking and managing physical inventories.
- Understand the role of property custodians, accountable property officers, and the relationship between physical inventories and financial records.
- Study methods for reconciling property discrepancies and ensuring compliance with internal and external standards.

Module 3: Phase 3 – Disposal

- Understand when and why property should be disposed of, including situations of under-utilization, damage, or the end of a contract.
- Learn about the various disposal options, including sale, donation, abandonment, and reutilization through GSA.
- Understand the role of the property manager in ensuring proper disposal of property in compliance with government regulations.

Module 4: Team Leadership and Property Management

- Explore the importance of leadership in property management, including identifying leadership styles and addressing team behaviors.
- Understand how team leadership impacts the effectiveness of property management processes, including property acquisition,

accountability, and disposal.

- Learn how to manage teams to improve performance and foster collaboration in property management operations.