

**IFMA Orange County
Roundtable Topics
June 23, 2005
11:30 am – 1:00 PM**

“Project Management Tools”

This months Roundtable topic is “Project Management Tools”. We will discuss some of the tools we use in coordinating our Facilities Projects. Some of the areas to discuss include the following:

1. How do you format your minutes for keeping the communications flowing with in your project team?
2. How do you notify participants of the team when you will have your meetings?
3. Do you have conference line capability? How can you get it?
4. Do you have any Web based tools to communicate with your team? What are they?
5. Do you use any electronic display boards for visual presentations and copy capability?
6. Do you have an adequate conference phone in your conference room for call in participants? What options do you have in this area?
7. Do you create a website for the project and how do you use it?, Display minutes, Layouts, Pictures ...
8. Are Action items completed on time? What tracking device do you use to assure compliance to action items?
9. How do you track Time line and Budget for your project. What PC programs do you utilize for this tracking?
10. How do you produce copies of layouts and plans?

This meeting is for all of us who coordinate Facilities Projects Whether they are related to Construction, Relocations, Training, Purchasing, Services etc. If you are presently in this practice please come to share your experiences with us all. If you are new to this practice come and listen in to learn from those who do it on a regular basis.

The Roundtable meetings are held at the offices of RMC Facilities Services with Lunch provided. We are limited to the first 10 on site attendees as well as unlimited conference call attendees. Elise Luckham, CFM of New Century Mortgage donates the conference line for our use. Please notify Ron Moyer By phone at 714 9966800 or by Email at ronmoyer@rmcfs.com. There is no charge for members.