



1 Overview of NAMS Property

Your property is the physical platform for your people, technology and processes. It provides essential services for your tenants and users through hospitals, schools, community facilities, or housing. Whatever the configuration of your property portfolio, you are expected to manage it to the best of your ability including planning for a range of future events that may or may not happen. No one said it would be easy!

Good property asset planning involves common business processes such as:

- Risk management.
- Information management.
- Financial planning.
- Customer consultation.
- Maintenance management.
- Project planning.
- Facility management.
- Lease or occupancy management.

Property asset planning is all about having the right property, in the right place, maintained in the right state, performing in the right way, at the right time and delivering the right benefits.

2 Who should use NAMS Property?

Both commercial organisations and public bodies can use NAMS Property. For example, a commercial property owner who wants to secure long-term leases will find many of these tools and processes helpful. NAMS Property is also very useful to organisations that own and operate public buildings, including,

- Local government (such as councils).
- Social housing organisations.
- Health boards or health authorities.
- Central or federal government agencies (Defence, Police, and Corrections).
- Educational institutions (such as universities, schools and polytechnics).

3 How to Use NAMS Property

NAMS Property consists of three components;

The manual

The manual includes the theory of asset planning for a portfolio of property assets. It offers case studies and examples.



The interactive website

From the interactive website (www.namsproperty.com) you can download analytical models, building component guidelines, health asset standards and planning templates. You can get general industry news and find out about events. You can also take part in online discussion forums.



The demonstration asset planning system

The demonstration asset planning system gives you access to a full range of planning tools and reports. You can enter your own data into the system, then run analytical models such as renewals analysis, levels of service analysis and valuations. From these, you can produce your own reports.



Overview of the Manual

The manual is loaded with examples, real life case studies, diagrams and tables. It has been written in a way that links with both the website and the demonstration system.



Section 1 - Overview and Introduction

The Overview and Introduction section provides a summary of the background to NAMS Property and the other publications of the NAMS Group.

Section 2 - Asset Planning Framework

This section sets the context for property asset planning. Figure 1.1 relates the structure of the manual to the Asset Planning Framework, which is central to NAMS Property. The figure is described in detail in this section and used as a referenced map throughout the manual.



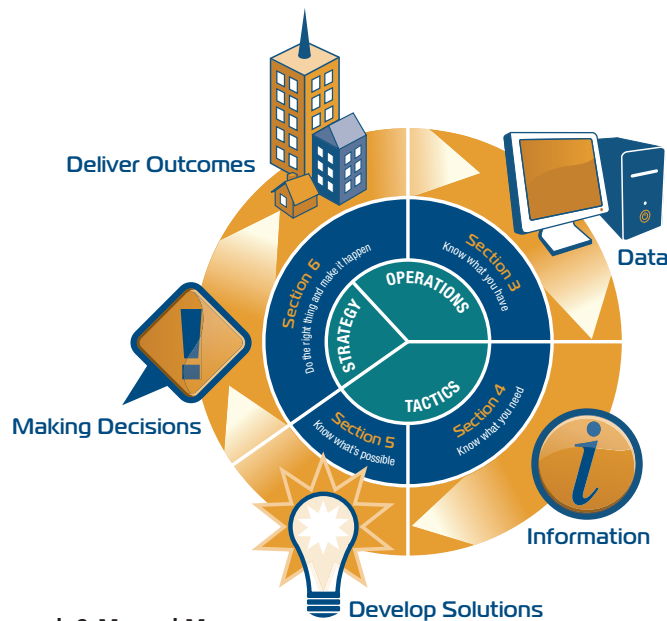


Figure 1.1 Framework & Manual Map

Section 3 - Knowing What You Have

The overall process begins by establishing an Information Management Strategy (IMS). This section describes ways to obtain the appropriate level of data suitable to the needs of the organisation.

Section 4 - Know What You Need

This section describes data analysis methods including renewal expenditure, establishing functional requirements, utilisation studies, establishing levels of service, financial analysis and demand scenarios.

Section 5 - Know What's Possible

Armed with the information from the previous sections, this section outlines how to develop options and describes a 'decision making framework'.

Section 6 - Do the Right Thing and Make it Happen

This section highlights the importance of linking asset planning to other strategic documents and financial information.

Section 7 - Tool Kit

Apart from the demonstration system, the tool kit has practical MS Excel spreadsheets, tables of useful information and word templates to 'get you started'.

These tools are also available in www.namsproperty.com and will continually be updated and added to for NAMS Property members. Suggestions for additional tools are welcome.

Section 8 - Case Studies

Case studies and examples are provided in shaded boxes throughout the Manual. These have been drawn from local government, housing organisations, health organisations, commercial and corporate property entities.

Gaining Access to NAMS Property

Gaining access to NAMS Property can be easily done by visiting our website at www.namsproperty.com and following instructions. This access enables you to use the Interactive Website, The Demonstration Asset Management System and receive a copy of the NAMS Property Manual. NAMS Property can be purchased online or ordered by fax. The cost of accessing NAMS Property is \$595 plus GST.



5 About NAMS Group

The NAMS Group is a non-profit industry organisation established to promote best practice asset management through advocacy and the development of guidelines and training. The NAMS Group provides a hub through which industry professionals can both gain and distribute information on the latest developments in asset management.

The NAMS Property Manual is the most recent publication in the series, the other publications are IIMM, Optimised Decision Making Guidelines, Depreciation & Valuation Guidelines, Creating Customer Value from Community Assets. There is general recognition that property professionals using these other manuals want the benefits from a separate property asset planning manual that describes, discusses and documents specific 'property asset planning' issues and provides relevant case studies. These benefits are also desired by commercial and corporate property organisations that need to increase their planning horizons, provide a long term sustainable service to customers, enhance their tactical activities and introduce non-financial performance targets.

