

# How To Prepare Standard Operating Procedure For Property Development & Construction Project

Property Series

## OVERVIEW

Strata Titles Act, Management of High Rise Building & Gated Community. The aim for this course is to understand the new law prior to the formation of Management Corporation (M.C) under the Strata Titles Act, 1985.

## OBJECTIVES

- Step-by-step guide for Property Developers and Contractors to prepares their **Standard Operating Procedures (SOP)**.
- **Customise program** covering the property developer's **project life-cycle** from project initiation to completion & handover.
- Project is delivered via the **knowledge-developer (k-Developer) methodology** with standard procedures, sample templates, forms, and checklists.
- Great for companies who wish to certify themselves under the ISO certification.

## WORKSHOP OUTLINE

Module 1 : Introduction – Organising & Planning the Property Development / Construction Project

Module 2 : Identifying the Property Development Knowledge (K) Blocks

Module 3 - 10: Creating the SOP for K-Block 1 - 8

## WHO SHOULD ATTEND?

Property Developers, Development Managers, Project Managers/ Project Coordinators, Quality Assurance Managers, Contract Administrators, Site Managers, Engineers, Architects, Quantity Surveyors, Consultants, Supervisory personnel and CEOs who want to further their knowledge and skills in the application of knowledge and project management processes in order for them to execute and deliver their property development projects successfully.

If you have any enquiries, please contact us at  
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