

## FAA Space Lease Project Development Course (SRE)

### COURSE NUMBER    **FAA01200027**

For information about this course, contact:  
Susan Freericks, ALO-200  
(202) 267-8374

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### DESCRIPTION AND LEARNING STRATEGY

This course provides an overview of the processes covering the acquisition of technical and administrative space, from requirements-gathering through occupancy. It begins with a hands-on experience in project management, designed to enhance scheduling, communication, and documentation skills. "Pre-Award" covers requirements, business case analysis, spaceholder management council, market survey, security, fire-life-safety, seismic safety, and accessibility. "Award" includes evaluation criteria, negotiation, lease package/legal review (i.e., Attachment B), and the preparation of lease forms. "Post-Award" addresses the project build-out, including tenant improvement allowances, schedules, drawings, construction, change orders, and accepting space. Methodologies include lecture, facilitated discussion, case studies, and individual and small-group activities and exercises.

### HOW YOU WILL BENEFIT

- Discover tools for project development, market surveys, and the preparation of lease documentation
- Learn how to set up and facilitate a project team to help you manage the project – from build-out through occupancy
- Update your knowledge of lease policies and procedures
- Enhance your space acquisition comfort level by networking with colleagues having space acquisition experience

### OBJECTIVES

Upon completion of this course, participants will have:

1. A hands-on experience in project management
2. A better understanding of limited and full market surveys
3. Experience in applying criteria to evaluate lease proposals
4. Learning in the fundamentals of managing space projects
5. An understanding of the intent and procedures of applicable space lease policies, procedures, and orders

### KEY REAL ESTATE COMPETENCIES

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|------------------------------------|-------------------|
| • Space Lease                      | • Requirements    |
| • Project Management               | • Appraisals      |
| • Federal/State/Local Requirements | • Problem Solving |

### CLASS SIZE

22 participants

**LENGTH**    3.5 days  
(Monday, 8:00 a.m. –  
Thursday, 12:00 noon)  
28 hours

### LOCATION

FAA Center for  
Management and  
Executive Leadership  
Palm Coast, Florida

### UPCOMING DELIVERIES

See [eLMS](#) schedule.

### WHO SHOULD ATTEND

1. All Real Estate Contracting Officers
2. Contract Support Personnel
3. All DOT modes

### ENROLLMENT

To enroll, contact  
Susan Freericks, ALO-200,  
(202) 267-8374  
[susan.freericks@faa.gov](mailto:susan.freericks@faa.gov)

### PREREQUISITES

- FAA Basic Real Estate Course (FAA01320)
- Required proficiency in Microsoft® Project™ software

### PRECOURSE

None

### RELATED COURSES

FAA Advanced Real Estate  
Course (FAA01200003)  
FAA Legal/Real Estate  
Course (FAA01200005)