

NPMA Presentation Focus Area Matrix

Focus Area	Description of Focus Area	Fundamental	Intermediate	Advanced
		Information in this category is for individuals who demonstrate the ability to practice asset management at a fundamental level. These individuals normally specialize in asset inventory and asset control. Also, they are likely responsible for the routine daily activities in the life cycle of asset management.	Information in this category is for individuals who demonstrate the ability to practice asset management at an intermediate level. These individuals are normally responsible for overseeing and analyzing activities in the life cycle of asset management. These individuals routinely lead the implementation of policies that ensure effective logistics management.	Information in this category is for individuals who demonstrate the ability to develop, implement and practice asset management at an advanced level. These individuals are normally responsible for planning and ensuring the effectiveness of processes and policies for the entire life cycle of asset management. These individuals develop, execute and manage asset management (property management) plans, systems and procedures.
Asset Disposition	The Asset Disposition Focus Area contains presentations related to the following topics: -Excessing; -Reutilization; -Surplus; -Disposition; -Disposal; -Recycling; -Export Control; -Contract Close-out	Presentations for the Fundamental section can include topics that: -Discuss the basic methods of -Methods of identifying excess assets; -Declaring assets excess -Screening excess assets; -Excess disposition Discuss the basics of export control;	Presentations for the Intermediate section can include topics that: -Define methods for excess disposition and disposal; -Discuss methods for excess sales; -Discuss contract closeout; -Examine reporting of losses (LDD); -Discuss retirement of assets	Presentations for the Advanced section can include topics that: -Discuss the investigation of LDD; -Identify processes for Reutilization; -Discuss export control requirements; -Discuss DEMIL; -Discuss cost-effective methods for Property Managers to identify and process excess assets
Best Practices and Innovations	The Best Practices and Innovations Focus Area contains presentations related to the following topics: -Case studies; -New concepts for efficiency and effectiveness; -Standards; IT to improve business processes / effectiveness; -Exploring new technology and advances; -Digital tools	Presentations for the Fundamental section can include topics that: -Discuss standards, including Voluntary Consensus Standards (VCS) and ISO standards, and how they support organizations; -Present new technologies or adaptations to improve property management processes;	Presentations for the Intermediate section can include topics that: -Help Property professionals identify new innovations that can lead to best practices; -Define methods to assist with the assessment of potential best practices for implementation	Presentations for the Advanced section can include topics that: -Define methods to evaluate implemented best practices to determine if the desired result is being achieved; -Examine how collaborative efforts can lead to effective best practices
Control, Ownership, Accountability, and Responsibility	The Control, Ownership, Accountability, and Responsibility Focus Area contains presentations related to the following topics: -Acquisition; -Receiving; -Identification; -IUID; -RFID; -Asset Maintenance; -Policies and procedures; -Roles and responsibilities; -Movement and transfers of assets; -Utilization; -Resource planning	Presentations for the Fundamental section can include topics that: -Discuss the basic constructs of: -Acquisition methods available; -Receiving and Identification methods;; -Asset maintenance; -Policies / procedures and roles / responsibilities;	Presentations for the Intermediate section can include topics that: -Define ways to identify the most effective methods for the identification of assets to provide long-term benefits during the life cycle -Discuss the methods to develop and maintain effective property management policies and procedures; -Discuss the importance of resource planning and its purpose;	Presentations for the Advanced section can include topics that: -Define the roles and responsibilities of property management with internal and external stakeholders -Discuss the analysis of new requirements (regulatory or contractual) to determine impacts on existing procedures or contracts -Discuss the modification of existing procedures and the implications: -Modification of the procedure; -Training staff; -Communication with senior management; -Communication within the Agency / Company -Training of other personnel within the broader organization to the new requirements

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Data Management and Records	The Data Management and Records Focus Area contains presentations related to the following topics: -System Development; -System Management; -Records; -Data Integrity -Data analytics; -RFID (Radio Frequency Identification); -GPS (Global Positioning Satellites) -Property Metrics	Presentations for the Fundamental section can include topics that: -Discuss the required data elements for a property record; -Discuss the importance of data integrity; -Discuss the attributes in the life cycle of an asset that become a part of the record; -Discuss the importance of accurate and complete records	Presentations for the Intermediate section can include topics that: -Discuss how to maintain data integrity; -Discuss the processes to manage and maintain records; -Present information on the processes for effective system management	Presentations for the Advanced section can include topics that: -Present the process and obstacles to systems development; -Define the role and responsibility of the Property Manager with respect to data management and records management to include analysis and trending -Identify potential system interfaces and partnerships with other organizations within the Agency / Company to share information for cost-effectiveness
Information for Property Managers	The Information for Property Managers Focus Area contains presentations related to the following topics: -Personnel Management; -Diversity inclusion; -Equity; -Professional Development; -Succession Planning; -Coaching; -Staff Development	Presentations for the Fundamental section can include topics that: -Discuss what should be expected or requested for professional development	Presentations for the Intermediate section can include topics that: -Discuss the aspects of personnel management -	Presentations for the Advanced section can include topics that: -Discuss information related to personnel management techniques; -Discuss the importance of diversity, inclusion and equity; -Discuss the importance of succession planning and methods to accomplish the planning -Discuss methods and techniques to coach staff members and teach them to coach
Inventory Management	The Inventory Management Focus Area contains presentations related to the following topics: -Physical inventory; -Consumption; -Consumables; -Inventory management; -Warehousing; -In-storage maintenance; -Technology for inventory management and control -Distribution; -Shipping (including Export Control)	Presentations for the Fundamental section can include topics that: -Discuss basic information on the types of inventories and their intended / potential use; -Define consumables and their management; -Describe the role of warehousing and the basic requirements -Introduce distribution and shipping	Presentations for the Intermediate section can include topics that: -Define the physical inventory process -Discuss the details of steps within an inventory (planning, communication, execution, etc.); -Define the process and purpose of reconciliation; -Identifies the need to maintain / preserve items in storage; -Address the management of consumables and issues related to consumption	Presentations for the Advanced section can include topics that: -Identify methods of data analysis to evaluate trends; -Discuss how to establish a warehouse (layout, set-up, requirements determination, etc.); -Define the warehouse process and system use to maintain accuracy; -Describe inventory replenishment methods; -Identify methods to deal with organizations that like to "hoard" -Share examples of inventory, warehouse or related topics issues and the resolutions

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Life Cycle Asset Management	The Life Cycle Asset Management Focus Area contains presentations related to the following topics: -Auditing contracts, subcontracts and agreements; -Environmental management; -Self assessments; -ISO 55000; -Asset maintenance	Presentations for the Fundamental section can include topics that: -Review the basic components of the life cycle of an asset; -Discuss the audits of contracts / subcontracts; -Discuss the types of audits (financial, management, compliance, etc.)	Presentations for the Intermediate section can include topics that: -Discuss how to create and perform self-assessments to determine compliance with regulatory and contractual requirements; -Discuss the overall concept of life cycle management and the role of the property manager; -	Presentations for the Advanced section can include topics that: -Identify methods to perform risk assessments and how to interpret them; -Defining the role of the Property Manager / Property Administrator with the development and/or implementation of a contract; -Assist with the process to define and create property management procedures to ensure proper life cycle management of assets -Identify how to evaluate and utilize existing standards to support life cycle management functions
NPMA and Career Development	-Property Certification; -Educational Classes; -Fleet Certification; -Value of NPMA membership; -Job Awareness;	Presentations of these types are for all audiences.	Presentations of these types are for all audiences.	Presentations of these types are for all audiences.
Property Accounting	The Property Accounting Focus Area contains presentations related to the following topics: -Accounting; -Asset Valuation; -Reporting; -Equipment Financing; -Asset Classification; -Depreciation; -Budgeting (Initial and replacement planning for assets)	Presentations for the Fundamental section can include topics that: -Discuss the basic processes related to: -Acquisition funding; -Asset valuation; -Asset classification; -Receiving and recording assets; -Depreciation -Discuss the FIAR and its importance -Discuss the types of depreciation	Presentations for the Intermediate section can include topics that: -Discuss the budgeting process for assets during the initial acquisition and for replacement planning; -Discuss the requirements of the FIAR -Discuss the FIAR reporting and FIAR audits	Presentations for the Advanced section can include topics that: -Discuss the proper classification of assets and ways to validate -Assist the Property Manager determine effective ways to assist with funding planning for new assets or refurbishments (including reutilization); -Discuss ways for Property Managers to use data and analyses to identify trends (receiving, distribution and shipping) leading to errors and effective prevention / mitigation processes

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Property Manager Responsibilities	<p>The Property Manager Responsibilities Focus Area contains presentations related to the following topics:</p> <ul style="list-style-type: none">-Property Management Organization Structure and Development;-Building Internal and External Relationships;-Policy development;-Risk Management and Mitigation;-Negotiations;-Decision-making;-Cross-functional interactions;-Business planning;-Client interface;-Business continuity (disaster recovery planning);-Organizational Budget Planning and Management;-Project management;-Employee Development;-Employee Training;			<p>Presentations for the Advanced section can include topics that:</p> <ul style="list-style-type: none">-Examine where property management fits best within the organization;-Discuss topics to support the Property Manager in their growth and development including:<ul style="list-style-type: none">-Budgeting for the department (staff and support);-Developing policies and procedures;-Business planning;-Risk assessment and mitigation;-Staff development;-Relationship development (internal and external);-Contract understanding and interpretation-Technology acquisition and implementation;-Discuss involvement in the overall organization to demonstrate the value of Property Management;-Discuss business continuity planning (disaster recovery planning)-Discuss the overall role and responsibilities of the Property Manager
Regulatory and Contractual Compliance	<p>The Regulatory and Contractual Compliance Focus Area contains presentations related to the following topics:</p> <ul style="list-style-type: none">-Regulatory environment;-Understanding regulations (Federal, state, local);-Understanding Contract Terms;-Contractor oversight and control;-Understanding the contract (from the Government, Customer or Auditor perspective);-Subcontract oversight and management;-Subcontract Audits-Import / Export Control-FIAR-Fleet Management	<p>Presentations for the Fundamental section can include topics that:</p> <ul style="list-style-type: none">-Introduce topics relative to regulations that Property professionals may encounter in the workplace;-Discuss the primary aspects and necessity of complying with regulations;-Discuss the structure and necessity of complying with contractual requirements;-Discuss the role and responsibilities of the Contractor;-Discuss the roles and responsibilities of the Government;-Address the primary concepts associated with topics identified in the description of this focus area.	<p>Presentations for the Intermediate section can include topics that:</p> <ul style="list-style-type: none">-Discuss the specific mechanics and requirements of particular regulations and their implementation;-Present insight into the understanding of contract terms and conditions as they impact organizational effectiveness;-Present the concepts of managing Contracts from the perspective of the Government and from the perspective of the Contractor;-Address the implications of non-compliance with regulations;-Discuss organizational structure-Discuss the role of the Contractor and the Subcontractor;	<p>Presentations for the Advanced section can include topics that:</p> <ul style="list-style-type: none">-Discuss the difficulties associated with maintaining compliance with certain regulations;-Offer options and innovative ways to implement and maintain compliance with regulations and contractual requirements;-Suggest methods to maintain and improve communications between the Government / Contractor to maximize compliance and minimize misunderstandings;-Address proposed changes to regulations and the potential impacts on Property and Fleet Management;-Present the role and responsibilities of the Property Manager including decision making, risk assessment, planning actions, interpreting requirements and the implementation of the property control system