



PROJECT MANAGEMENT OUTLINE



Planning & Scheduling	Project Execution	Contract Management	Project Controlling
<p>Project Design Set of all architectural and engineering drawings along with 3D visuals by design studio & engineers</p>	<p>Onsite supervisor Continuous supervision via one associate resident engineer for all site works</p>	<p>Functional Requirements At Site + Structure + Civil Finishes Equipments and Heavy Machinery</p>	<p>Cash Management On-site petty cash management and audit of same</p>
<p>Project Planning Meetings with contractor & other vendors with submission of MOM to the client on monthly basis by design studio & engineers</p>	<p>Progress monitoring Monthly report on all site activities with pictures against Gantt. Chart</p>	<p>Contract Processing against tendered BOQs and Site progress</p>	<p>Costing Structure against material, labor and timelines. Intimation to client for due payments</p>
<p>BOQs Cost estimates based on finalized design by quantity surveyor</p>	<p>Site visits Visit of qualified architects and engineers twice a month to address any issues being faced</p>	<p>Contractual Baseline Core deliverables against timelines, payments, gantt. Chart - obligation of contractor</p>	<p>Cost Control Cost estimate and quantity surveying throughout the project and matching the items received through gate pass.</p>
<p>Gantt. Chart Construction schedule in coordination with the contractor reviewed on monthly basis</p>	<p>Variations Approval of any change on site by designers, engineers or the client through variation forms</p>	<p>Billing Verifying, cross checking, prediodic audits, approved and unapproved vendors check</p>	<p>Results Analysis against quality control tests and architects visualization</p>
<p>Procurement list Procurement schedule in coordination with the contractor reviewed fortnightly by procurement manager</p>	<p>Quality management Random site visits by the quality control department to ensure the quality of execution. Slum testor strength are recorded, dimensions and layout are checked.</p>	<p>Client Progress Reporting Reporting periodically</p>	<p>Risk Management Pre-empson of risk and attending to daily affairs. Smooth process flow to be maintained</p>
		<p>Change Management Managing on-site changes and also liason with statutory requirements</p>	