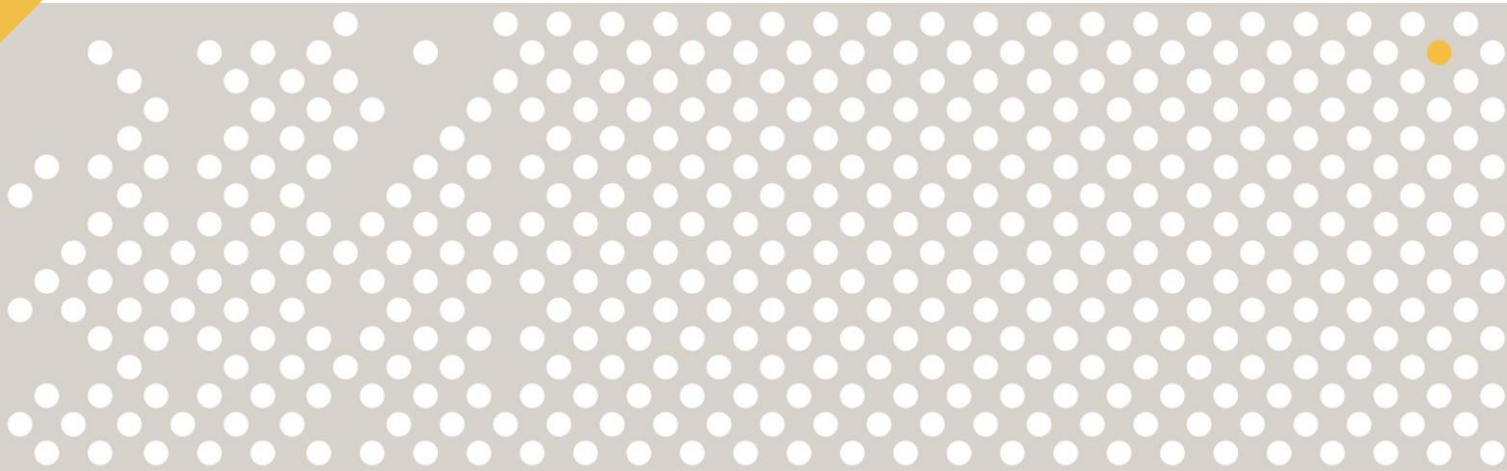




STRATDEL

**Construction Project Management
Guide & Tips**





The Construction Project Manager is responsible for the following categories/tasks:

- Project Management Planning
 - Create schedule and work timetables
 - Determine which methods and strategies are appropriate for the project
- Cost Management
 - Estimate and negotiate project costs
 - Formulate budget
- Time Management
 - Balance and manage resource times and availability
- Quality Management
 - Work with building, construction and regulatory specialists
- Project Management Execution
 - Communicate with clients and stakeholders, re. budget, progress, etc.
 - Lead or interface with workers, teams and other construction professions on technical and contract details
- Contract Administration
 - Work with building, construction and regulatory specialists
- Safety Management
 - Administer best practice safety management requirements
- Resource Management
 - Monitor labor performance from suppliers



Key Project Phases of Construction Project Management



The Stratdel Difference = Manage + Measure + Monitor

The Stratdel Difference: Manage + Measure + Monitor

The Stratdel Difference involves the continuous cycle of managing, measuring, and controlling of the project that occurs from the beginning of the project life-cycle to the end. This phase is absolutely necessary in measuring the overall performance of the project to ensure that all aspects of it remain in line with the overall scope, goals, and deliverables.

Manage

- Teams
- Communications
- Risks & Issues
- Change Request

Measure

- Performance
- Progress
- Compliance
- Health

Monitor

- Quality
- Process
- Time
- Budget

1. Initiation

Before the project starts, a project manager must develop and evaluate the business case to determine if the project is feasible and worth undertaking. Stakeholders may be asked to do their due diligence and to conduct feasibility testing, if needed. When all parties agree to proceed with the project, the project manager writes a project charter or project initiation document (PID), which includes both the business needs and the business case.

- Perform due diligence on feasibility study of project via a business case/Project Charter.
 - Needs, goals, objectives, challenges/roadblocks, proposed timeline.



- Validate that project fits goals and strategy of company.
- Establish best case project estimate.
- Senior Leadership buy in and approval on moving forward to planning phase.

2. Design

The Design phase begins with the approval of the project to move forward. This phase will include all the necessary design and construction documents as well as building codes and regulation requirements.

- **Programming Phase:** Involves the comprehensive collection of building and user requirements involved within the total scope of the construction build.
 - Estimating realistic project cost.
 - Determining the building and user requirements.
 - Establishing a total building area.
 - Refining the scope of work
- **Schematic Design Phase:** Involves translating the project program into physical drawings of space. The documents created are refined and reviewed for functionality, usability, code and regulation compliance, security, and safety.
 - Building systems (structural, mechanical, HVAC, plumbing, electrical)
 - Interior and exterior finishes.
 - Building site.
- **Design Development Phase:** Involves reviewing the schematic plans and including more details and specifications required for construction.
 - Interior and exterior building materials and finishes.
 - Furniture and equipment selection and layouts.
 - Cabinetry and custom fabrications.



- Lighting and technology designs.
- Mechanical, electrical and plumbing systems.
- **Construction Document:** Final document compiled from design development documents. Includes all the architectural drawings and specifications necessary to complete the project. This document also represents the basis for the bid documents and construction contract.
 - Compliance with all applicable state and federal codes and statutes.
 - Verification of the building site conditions.
 - Quality controls needed.
 - Final estimates of all associated costs.

3. Pre-Construction

Next, the project team develops a road map for all involved. This includes the project management plan with best case timelines, identification of potential risk and issues, communication plan, and resource plan.

- **Statement of Work / Terms of Reference / Scope documentation:** More detailed and robust than the Project Charter, this document defines the project's business needs, benefits, objectives, deliverables, and key milestones.
 - Items to include: site location, materials, vendors/procurement, concept & schematic design.
 - Engage Legal and Procurement early on contract documents.
 - Identify internal project working team & resource allocation requirements: Project/Program Manager, Full-Time/Part-Time employees, contract labor.
 - Reference project estimate and validate cost controls for budget planning.
 - Site visit to ensure construction location is environmentally sound.



- **Work breakdown structure (WBS):** This document breaks down the scope of the project into visual, manageable chunks. Using Project Management planning software with Gantt charts is beneficial. MSFT Project, Excel, Asana, Smartsheets.
 - Identify achievable/reachable milestones (critical paths).
 - Identify key activities, task, and dependencies for a successful implementation.
 - Input durations on key activities that are agreed upon with working team.
 - Validate that key activities/durations/milestones are all in scope of project.
- **Communication plan:** This outlines all aspects of communication, from goals and objectives to roles to tools and methods. The communication plan creates a common framework that everyone can work from to avoid misunderstandings or conflict.
 - Establish communication structure for working team and stakeholders.
- **Risk management plan:** This helps project managers identify risks beforehand, including time and cost estimates that may not be met, potential budget cuts, shifting requirements, and a shortage of committed resources.
 - Begin identifying potential risk and developing contingencies for managing risk.

4. Procurement

This portion of the project involves securing all the materials, equipment, and services needed to implement the construction project successfully, while keeping a line of site on scope of work, cost, and time.

- **Prepare bid documentation:** Reference the (SOW) Statement of Work document and evaluate and prepare bid documents needed to advertise construction project to suppliers to bid for work.



- **Advertise project:** Advertise project to all potential tenders that are ideal to bid for the work. During this phase you will also be responsible for creating “addendums” that provide more clarification on the work at hand.
- **Sellers submit bids:** During this time, PM will work with procurement & legal to evaluate bids submitted by contractors, and decide which supplier offer to accept.
- **Sign Contracts:** Once contractors are chosen; contracts are signed, and the project moves towards the execution/construction phase.

5. Construction

Now the work begins. Typically, all parties hold a kickoff meeting, then the project team begins the crucial work of implementing project management plans, working with suppliers/contractors, setting up tracking systems, completing tasks, updating the project schedule, monitoring cost and if necessary, modifying the project plan.

- Align team/resources/contractors on project objectives & goals via pre-construction meeting.
 - Hours, site, materials, security access, personnel roles & responsibilities.
- PM to review rules of engagement with working team for overall performance alignment: communication process, payment schedule process.
- Practice change management & risk management best practices.
- Implement the plan.



6. Closure

This final phase marks the project's completion. To mark the conclusion, project managers may hold a post-mortem meeting to discuss what parts of the project did and didn't meet objectives. The project team then creates a punch list of any lingering tasks, performs a final budget, and issues a project report.

- Identity lessons learned to review with stakeholders.
- Ensure all required goals & objectives of project were met during stabilization period.
- Assign project resources to additional projects.

