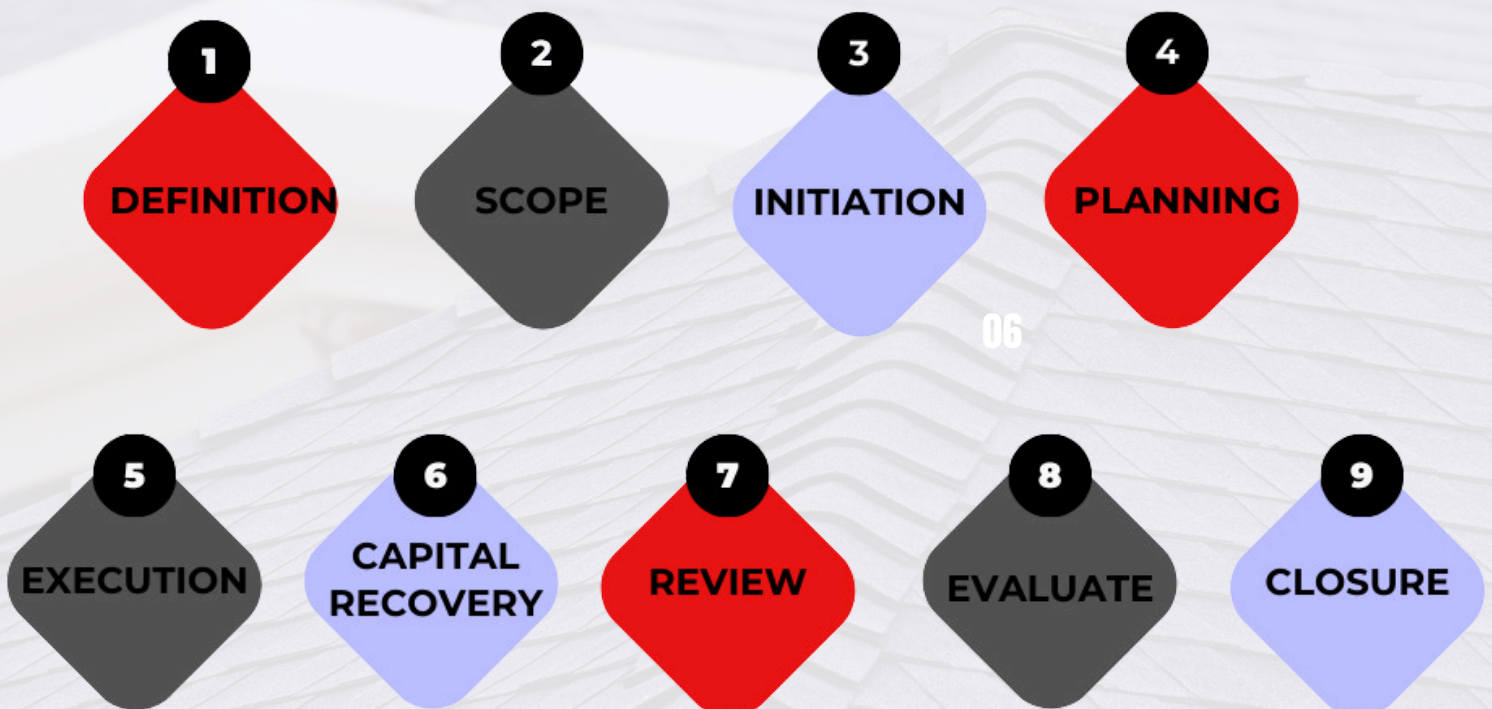




# 9 STEPS COMMERCIAL PLAN

03





# 1. DEFINITION

Project management involves a clear understanding of the project's nature and components.

Recognizing the key elements of a project allows for effective management. A well-prepared project adheres to the triple constraint, ensuring it is a unique activity or series, has defined start and end dates, and is constrained by scope, time, and cost. Understanding these fundamentals enables our firm to deliver projects on time, within budget, and meeting expectations.



## 2. SCOPE

Scoping a design-build or engineered project involves a detailed review of specifications, requirements, and data to determine project costs. For insurance claims, our firm, experienced in insurance restoration, follows a comprehensive process.

Our role is to negotiate claims professionally, ensuring successful project outcomes



## 3. INITIATION

In the initiation phase, a project undergoes a formal or informal authorization process. This pivotal stage yields three key outcomes. Firstly, it involves the appointment of a project manager. Secondly, a crucial onsite meeting occurs between the client and contractor to align expectations. Lastly, a detailed project description is presented to owners/managers, covering aspects like timelines, work specifications, AIA G702 draw schedules, phasing summaries, and lien waivers. This comprehensive groundwork sets the stage for assembling a project team and moving seamlessly into the planning phase, marking the project's commencement.

## 4. PLANNING

During the planning phase, the project team develops a comprehensive project plan that is comprised of a number of elements. The comprehensiveness of the project plan will depend upon the complexity and duration of the project. The project plan for smaller projects may be relatively brief. It is important to match the amount of planning to the complexity of a project.






## 5.EXECUTION

The execution phase is where we put our plan into action. We've established what work is to be done, who is to do it, when they are to do it. As the client you have chosen materials and specifications involved in your restoration.

We will establish working hours and not deviate from these hours without notification. The Project Manager will be on site at the commencement of the day and upon closing up. Safety and/or traffic monitors will be used for multi-family unit living facilities in order to direct traffic flow.

## 6.CAPITAL RECOVERY



Securing funding is essential for project continuity. Utilizing AIA 702 and AIA 703 forms for draw requests, we ensure transparent billing coordination.

Our capital recovery process begins promptly, with notarized lien waivers and cleared payments from previous draws accompanying each AIA draw. This meticulous approach, focused on financial transparency, has successfully averted delays, walk-offs, and property liens in all our projects.



## 7. REVIEW

In the Execution phase, our simultaneous Review phase begins, comparing actual work to the planned. Satisfaction arises when they align, prompting investigation if variations are notable. As contractors, consistent self-critique is crucial, ensuring thorough evaluations during the final walk-through with clients and warranty engineers. This proactive approach, emphasizing ongoing adjustments, avoids potential issues and minimizes delays, resulting in a seamless project evaluation.

## 8. EVALUATE

The Evaluation stage of our commercial project plan encompasses four major steps.

1. Company walk through with subs and supervisors.
2. Customer final walk through and punch list zeroed out.
3. Request and meeting with manufacturers to activate warranties.
4. Final documents package prepared for the client.





## 9. CLOSURE

Once the entire project plan has been executed and the project deliverables have been produced, it is time to close the project with our client. During this phase of the project, there are a few items that need to be accomplished. First, our customer needs to accept the project deliverables such as warranty paperwork, final invoice (if needed) and lien waivers. It's common to meet with the board, owners, or managing partner(s) in a wrap-up meeting. It's our goal to close the project signing the certificates of completion with the same relationship we had upon execution of contract.

