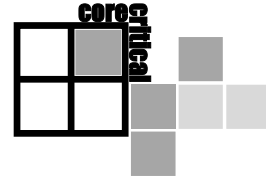# project management

Work Breakdown Structure:

- prepare a WBS clearly describing the project scope, and creating packages and sub packages for design, procurement, and execution. A WBS will also be used to define responsibilities for various stakeholders.

Project Time Management:

- prepare project master schedule showing various stages of the project, and important milestones. Clearly show the critical path for project completion.
- prepare a detail coordinated schedule incorporating works by all contractors defining dependencies and relationships. Define milestones for each contractor to achieve.

Project Cost Management:

- prepare a project **budget** based on inputs from client, and allocation of budgets to various packages
- prepare project cost sheet based on preliminary estimates for each packages with inputs from design consultants and QS team
- prepare **cash flow** for the project depending on package costs and project schedule
- continually manage project cost, highlighting variances between budget and actual / expected costs. Track actual spend on project.
- support and lead all procurement effort (invite, receive, analyze tenders, negotiate together with client team for best rates, and prepare recommendations for Client to place orders.

Project Communications Management:

- conduct coordination meetings during design stages for consultants to ensure designs for different services are coordinated
- document all meeting discussions, prepare action plans, and follow-up
- conduct site review meetings, discuss and coordinate conflicts, issue priorities, document all meeting discussions, prepare action plans, and follow-up
- prepare Weekly Project Reports for client highlighting work done, planned work, decisions required, schedule milestones, cost status, and risks.

Project Risk Management:

- prepare Project Risk Plan, maintain risk register, discuss risks, triggers, and mitigation strategies, update regularly and distribute to key stakeholders.

Project Monitoring:

- with regular follow-up on project scope, cost, and schedule, track actual information against plan, and report variances
- oversee Quality Assurance procedures, material and workmanship tests, and record keeping. Highlight variances and deviations.

Project Closeout:

- initiate technical and commercial closeout of all packages, ensure as-built documentation is compiled and shared.

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