

What is Project Management?

Providing assistance and expertise to clients who have a site to develop, or who may be looking for a site.

1. Needs

It is essential for us to identify what the client's needs are, including:

- developing and selling
- developing and retaining the property as an investment,
- or perhaps a combination of the two.

2. Budgets

We provide support to clients when they are setting up budgets for:

- design and engineering
- Development Approval
- construction (including fitting out costs)
- selling costs and
- borrowing costs

3. The Team

As we believe in selecting "the right horse for the course", it is critical that the professionals we introduce to clients are the right ones.

- These vary and can include the surveyor, conveyancer, structural engineer, designer or architect, as well as specialist contractors such as the interior decorator, landscaper or home automation contractor.

4. Time Frames

There are lead times for every aspect of development, from design time to practical completion.

- These can and do affect the budgets, and need to be established from the outset.

5. Documentation

Getting the documentation right is of *paramount* importance.

- It is critical that there is no conflict between the drawings and the written word.
- Building contracts are fertile ground for disputes, especially where there is some problem with documentation.

6. Tendering

We tender the project among builders whom we know have a good track record in the style of development proposed (again, each tenderer has to be "the right horse for the course").

- Prime Cost items and Provisional Sums are avoided wherever possible.
- Our objective is to create a "bullet-proof" position for our clients, *before* any work starts on site.

7. Contract Administration

Once a contract is awarded to the successful builder, we regularly inspect the work.

- Site meetings are held and minutes issued as a record of the work in progress, as well as documenting any changes required as the work goes along.
- We value and certify the builder's progress claims and issue payment certificates for the client or the client's lender.
- We coordinate any ancillary contracts which need to be carried out concurrently with the builder's work.

8. Finally

At the time of practical completion, we carry out a final inspection and "sign off" on the work.

- However, the effect of the contract continues, especially if the work is domestic, for up to five more years.
- The work is usually inspected about 3 months after it is completed, however, additional reviews are available on request from the client.

THIS IS HOW WE CAN HELP YOU

- Remember, our advice is objective, ethical and always based on practical experience.
- Our clients come to us because they want to enjoy a stress-free building process.
- We "fill in the blanks" for you and guide you through what can otherwise be a complex experience.