**REMODELLING OF DRUMLINS COUNTRY CLUB**

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**BY**

**CHENNA KESHAV CHINTHAKINDI**

**15th December 2023**

**Executive Summary**

Nestled inside the historic grounds of Syracuse University, the ambitious Drumlins Country Club Renovation Project is a critical attempt to revitalize a beloved monument that has origins dating back to its inception in 1926. This massive project aims to maintain the club's rich heritage while also integrating it with modern conveniences, creating a well-balanced blend of the two. A thorough renovation of the club's facilities is the central component of this enormous undertaking. The Bistro, a hub for dining and socializing, is about to undergo a metamorphosis that extends beyond aesthetics. Important wall repairs, sophisticated engineered hardwood flooring in place of dated flooring, ambient lighting installed, and modern flat-screen TV integration are all examples of strategic upgrades. Similarly, an attractive renovation is planned for the Bar, which promises a revitalized atmosphere. The Bar's aesthetic appeal and practicality will be redefined with the addition of a new bar top, a redesigned front, and contemporary TV installations. The restrooms, which are getting a complete renovation, are also receiving attention to detail. Modern touches like updated furnishings and appliances will guarantee club members a comfortable and clean environment. Concurrently, the locker facilities are scheduled for a major renovation, including new flooring, benches, and lockers in addition to electrical upgrades to allow for newer equipment. Remarkably, this extensive restoration does not ignore the mechanical systems. A concentrated effort to upgrade emergency lighting, ventilation, and fire safety protocols highlights a dedication to updating vital infrastructure. An accomplished project manager from Syracuse University is directing this life-changing adventure and setting the path for success. Starting on January 2, 2023, the project will follow a well-organized schedule with a lofty goal of being finished by April 15, 2023, which is the first day of the golf season. Most importantly, the project proceeds methodically, striking a balance between the need to stick to the budget and the necessity to meet deadlines. The main objective is to start a new chapter for the club with the least amount of disturbance to its daily activities. The restoration project aims to improve the overall user experience in addition to the physical appearance. This will boost the club's reputation in the community and complement Syracuse University's overarching mission of promoting excellence in its facilities and active community involvement.

**PROJECT MANAGEMENT PLAN**

**Project Name:** Drumlins Revitalization Initiative

**Project Number**

**PROJECT MANAGER:** Chenna Keshav Chinthakindi

**PROJECT SPONSOR:** VP of Facilities at Syracuse University- Pete Sala

**Members of the Project Team:**

* **Technology Advisor**: IT Consultant
* **Standards Monitor**: Quality Assurance Manager
* **Safety Regulator**: Health and Safety Officer
* **Economic Evaluation Expert**: Financial Analyst
* **Regulatory Adherence Officer**: Compliance Officer
* **Design Specialist**: Architect
* **Task Organizer**: Project Coordinator
* **Information Disseminator**: Communication Manager
* **Project Supervisor**: Construction Manager
* **Building Administrator**: Facilities Manager
* **Space Design Expert**: Interior Designer
* **Stakeholder Communicator**: Stakeholder Liaison
* **Eco-friendly Practices Advisor**: Environment Consultant

**Project Stakeholders:**

* **Local Bodies for Regulation Enforcement**: Local Regulatory Bodies
* **Providers of Goods and Services**: Suppliers and Contractors
* **Administration of Syracuse University**: Syracuse University Administration
* **Services for the Facility**: Facilities Services
* **Team for IT Services**: ITS Team
* **Local Planning Team for Engineering and Maintenance**: Local Engineering and Maintenance Planning (LEMP), and
* **Club Member Staff**

**PROJECT CHARTER**

**Title/Name of the Project**

Drumlins Revitalization Initiative

**Project’s Location:**

Town of Dewitt, owned by Syracuse University.

**Problem/Opportunity Statement:**

To enhance the operation and aesthetic appeal of Drumlins Country Club, the project aims to replace and rebuild several outdated and dilapidated facilities.

**Project Goal:**

Complete the renovation of the club's mechanical systems, kitchen, bistros, bar, restrooms, and locker rooms while meeting schedule and budgetary constraints, maintaining safety standards, and enhancing overall quality.

**Project Assumptions:**

1. The original flooring contains asbestos, which needs to be carefully removed.
2. There are few specialized teams, including painters and electricians.
3. The club's activities shall not stop during the months that it is open.
4. Requirements related to historical districts and zoning must be observed.

**Important Milestones:**

1. Launch Date of the Project: January 2, 2023
2. Finalization of different phases (Bar, Bistro, etc.)
3. Project Completion: Prior to the commencement of the golf season on April 15, 2023
4. Range of Probable Cost: Based on the tasks and resources required, the estimated cost range of this project is approximately $260,000.

**State of contentment:**

1. The quality of work meets or beyond the criteria set by the club and its members.
2. The refurbishment is finished on schedule and within budget.
3. At project's conclusion, every part of the club is operational and used.
4. Every required certification and inspection have been completed.

**CHANGE MANAGEMENT**

Change management for the renovation of Drumlins Country Club involves a methodical approach to handling any deviations from the initial plan. Different requests for modifications would be processed as follows:

**Handling Modifications to Risks:**

**Identification and Documentation:** As soon as a new risk or a change to an existing risk is discovered, it should be recorded in a risk register. This includes the type of danger, its potential consequences, and its chance of happening.

**Assessment and Scheduling:** The project team considers the potential effects of the risk shift on the project's budget, schedule, and scope. They consider a variety of options as they develop a plan to reduce or manage this risk.

**Approval and Implementation:** The project sponsor and other pertinent stakeholders are then given this mitigation approach for evaluation and approval. Once approved, the plan is put into action and the risk database is updated.

**Consistency and clarity in communication are essential:** The modifications and the project's plans are communicated to all relevant parties, including sponsors, team members, and any parties that might be impacted.

**Managing Requests for Physical Changes to the Project:**

**Submission of Requests:** Written requests with a justification for the change as well as an explanation of the change are required for requests involving physical alterations to the structure, layout, or design.

**Assessment:** A thorough evaluation of the proposed change's impact on the project's goals, schedule, and budget is conducted. Consultations involving engineers, architects, or contractors may be necessary.

**Making a Decision:** After a careful analysis, the project manager formulates a recommendation, which the project sponsor subsequently takes into account when making the final decision. This phase could involve discussions and adjustments to align with the project's objectives.

**Implementation and Documentation:** The project plans, which include drawings, schedules, and budgets, are updated if the alteration is approved and formalized. If the alteration is rejected, a remark and explanation are provided.

**General Procedure for All Modification Requests:**

**Formal Submission:** All change requests, regardless of nature, are duly submitted, ideally utilizing a standard change request form.

**Review and Analysis:** Every request is assessed for potential impact on the project. It is necessary to have conversations with the relevant team teammates, stakeholders, and possibly outside consultants.

**Recommendation and Approval:** After considering all relevant information, the project manager suggests a course of action related to the change request. The project sponsor (or a designated change control board) makes the final decision.

**Implementation and Update:** Adjustments that have been made and carried out may call for new scheduling and plans. All task paperwork, including budgets, schedules, and plans, is updated to reflect the change.

**Effective communication is a prerequisite for change management**. To maintain visibility and synchronization, all changes, together with their causes and effects, are communicated to every member of the project team and any pertinent stakeholders.

**Handling Budgetary Changes:**

**Notification and Analysis:** As part of this procedure, each requested budget alteration is carefully examined to determine whether it is significant, as well as any potential repercussions. Alternative alternatives are also considered.

**Approval Process:** Before any significant budgetary changes are approved, a thorough justification is created and submitted to the project sponsor, the finance department, and management.

**Modification and Communication:** Upon approval of a budget revision, the project's financial plan is updated, and all financial monitoring systems are updated accordingly. All project participants are informed of this change and its implications.

SCOPE MANAGEMENT

**Recommended Management Scope:**

The goal of the Drumlins Country Club Renovation Project is to update and enhance the club's facilities. The principal domains of refurbishment for Bistro are as follows: wall servicing, painting, flooring restoration, modern lighting fixtures, and installation of flat-screen TVs.

**Bar:** Rebuilding the bar's top and footrest, painting the outside of the bar, and adding new flat-screen TVs are among the upgrades.

**Restrooms:** New flooring, sinks, faucets, worktops, hand dryers, mirrors, and toilet partitions have all been installed.

**Locker Rooms**: New chairs, sinks, faucets, lights, mirrors, worktops, shower fixtures, and lockers have been installed.

**Kitchen:** To accommodate the new appliances and equipment, new flooring and electrical installations are being built.

**Mechanical Systems:** Installation of emergency lighting, testing and certification of fire prevention systems, and ventilation enhancements.

**Handling Updates on Scope:**

**Standardization and Baseline:** The undertaking's original extent will be meticulously documented, serving as a benchmark for any upcoming comparisons and modifications. The following methods will be utilized to handle scope revisions.

**Change Request Procedure:** A formal modification request procedure must be followed for any desired changes to the scope. This means giving a thorough explanation of the adjustment that is being suggested, together with its justification and the expected effects it will have on the project's budget, schedule, and quality.

**Evaluation and Approval**: Each change request will be examined by the project team to determine its viability and impact. The project sponsor, with the final say over whether to accept or reject the alteration, will then receive a recommendation from the project manager.

**Revision and Communication:** The project's overall paperwork will be updated if the modification is approved, and the paper will explicitly include the date of the revision and an explanation of the changes.

**Notifying Stakeholders:** To get their support for the updated plan, all stakeholders will be informed of the changes made to the project scope.

**Project Monitoring:** The team in charge of the project will continuously evaluate its progress within the predetermined parameters, making sure that any discrepancies are promptly identified and dealt with.

REGULATORY

**Regulations and Licenses:**

**Building and construction permits**: These are necessary for any substantial repairs, electrical upgrades, or structural changes. The project ought to abide by regional safety and building codes.

**Environmental Permits:** When removing asbestos from old flooring, for example, environmental permits may be needed if there is any potential impact on the environment. This entails following EPA regulations and, in some situations, state-level environmental protection mandates.

**Considering Historic Preservation:** If Drumlins Country Club is located in a historic district or is otherwise designated as historic, some renovations would be necessary to preserve the property's historical character. The approval of cultural heritage authorities may be required for this.

**Getting Authorizations:**

**Local Municipal Authorities:** Typically, requests for building and construction licenses are made to the city or town's building department.

**Environmental Organizations:** The Environmental Protection Agency (EPA) and the New York State Department of Environmental Conservation (DEC) may be involved in environmental permits, especially those related to asbestos removal.

**Historic Preservation Permits:** The New York State Office of Parks, Recreation, and Historic Preservation, or a similar local entity, may need to be consulted if the place is a historic landmark.

**TYPICAL CIRCUMSTANCES WHICH MAY IMPACT THE PROJECT:**

**Brownfield Site Considerations**: If a site is recognized to be a brownfield or contains hazardous materials, specific cleanup and remediation measures must be implemented. Expert environmental assessments are therefore required, and environmental remediation companies may need to be involved.

**Environmental Conditions:** The project scope and timeline may be affected by rules for animal protection, the condition of the water, or air quality in the area.

**Status as a Historic Landmark:** Should the club receive this designation, there will be stringent regulations governing the kind and extent of allowed modifications. This usually means using certain materials and keeping the original architectural design.

**ADDITIONAL POINTS NEED TO BE CONSIDERED: DRUMLINS CLUB OF SYRACUSE IS NOT A HISTORIC SITE**

**Building Permits:** The renovation will require several construction permissions from the City of Syracuse. Permits are necessary for any substantial modifications, including structural, electrical, and plumbing work.

**Zoning Laws:** Even though the club is not a historically significant site, it is nonetheless required to abide with zoning laws in the area. The use of the property and the permissible building activities are governed by these restrictions. It is your responsibility to confirm that the renovation plans comply with the zoning regulations of the neighbourhood where the club is situated.

**Environmental Compliance:** Environmental concerns like asbestos removal need to be taken care of even if the site is not a brownfield. This calls for following environmental safety regulations and may also involve communicating with or working with local environmental officials. Fire Safety and Accessibility: The remodelling plans must meet the accessibility requirements as well as the fire safety regulations of the city. This entails ensuring that there are sufficient fire exits, suppression systems for fires, and facilities that are accessible to people with disabilities.

**Inspections and Approval:** After the restoration, it will probably be required to have municipal inspections to ensure that all work was completed in compliance with approved plans and all applicable laws and regulations.

**Community and Considerations:** It is helpful to notify the local community about the project, especially if there will be significant construction going on that may affect them in some way (noise, traffic impacts, etc.).

**RENOVATION PROCEDURE TO FOLLOW:**

**Consultation:** Early correspondence with the City of Syracuse's Building Department can provide clarification on requirements and procedures.

**Application:** Please submit applications for authorization together with comprehensive plans.

**Compliance check:** Verify that all refurbishing operations follow all relevant codes and regulations by doing a compliance check.

**Inspections:** Arranging the necessary inspections prior to, during, and following the restoration in coordination with the city inspectors.

The proposed project is in the **TOWN OF DEWITT**.

SCHEDULE

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BUDGET

**Drumlins Revitalization Initiative:**

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| **Section** | **Description** | **Details** |
| **BASELINE BUDGET** |  |  |
| Bistro Renovation |  | $50000 |
| Bar Renovation |  | $70000 |
| Restroom Renovation |  | $25000 - $30000 |
| Locker Room Renovation |  | $30000 - $35000 |
| Kitchen Renovation |  | $15000 - $20000 |
| Mechanical Upgrades |  | $20000 - $25000 |
| Asbestos Abatement |  | $24000 - $30000 |
| **TOTAL** |  | **$234000 - $260000** |
| **APPROVED CHANGES** | **Modify Order Process** | Every modification must be approved as well as recorded. |
|  | **Scope Adjustments** | Should the project's scope alter, the budget will be updated to reflect the new costs and a justification for the change. |
| **OWNERS BUDGET** | **Bistro Renovation** | Labor: $25 per painting hour, Materials: lighting, flooring, and paint Incidental: unanticipated costs, In total: $50,000 |
|  | **Bar Renovation** | Work: $25 per hour for carpenters and painters, Materials: flooring, lighting, and bar top. In all, $70,000 |
|  | **Restroom Renovation** | Labor: electricians and plumbers charge $30 per hour; materials include dryers and dividers. In total: $25–$30,000 |
|  | **Locker Room Renovation** | Labor: Various technicians will work for $25–30 per hour; materials include benches and lockers. $35,000 to $30,000 in total. |
|  | **Kitchen Renovation** | Labor: $25–30 per hour for electricians and contractors Materials: upgrades, tiles, All in all: $15,000–$20,000 |
|  | **Mechanical System Upgrades** | Labor: HVAC/electricians charge $30 per hour; materials include fire infrastructure, sensors, etc. $25,000 - $20,000 in total |
|  | **Asbestos Abatement** | Labor: $30 per hour for a removal crew; materials: disposal and safety gear $24,000 to $30,000 in total. |
| **CONTINGENCY RESERVE** |  |  |
| **TOTAL ESTIMATED COST OF THE PROJECT** |  | **Subtotal = $245000, Contingency Reserve = $24,500**  **Grand Total = $269500** |

**Base of the Budget**

**Initial Estimate:**  A preliminary estimate Provide a preliminary cost estimate for the project that accounts for all known expenses, including labour, materials, permits, design, management of the environment, and uncertainties.

**Documentation:** Every financial decision and tracking should start with the baseline budget, which should be specified explicitly in the PMP.

**Authorized Modifications:**

Evaluate the effects of any adjustments to the scope on the budget by conducting a **change impact assessment**. Assess if the modification can be funded within the current budget or if additional funding is required.

**Contingency and Reserve:** Set aside money in the budget for unforeseen expenses or changes to the scope of the project, as well as for emergencies.

**Documentation and Approval:** Keep track of all approved changes, along with the justification for them and any associated financial effects. Make sure that the alterations have received specific approval from the competent authorities or the project sponsor.

**The owner's spending plan:**

**Tracking Tool:** To maintain track of all the project's costs in respect to the baseline budget, create an extensive spreadsheet. Included should be committed costs, estimated expenses, and actual spending.

**Update Frequency:** Regular updates (weekly or monthly, for example) are necessary to ensure that the budget spreadsheet accurately reflects the current financial situation.

**Monitoring Change Orders:**

**Methodical Monitoring:** Create a mechanism to document any modifications to orders, including the date, description of the change, impact on the budget, and status of approval.

**Budget Integration:** Ensure that the financial effects of modifying orders are promptly included into the budget monitoring sheet.

**Revision of Reference in PMP:**

**Regular Updates:** Keep the PMP informed of any changes to the project's scope, timeframe, or financial limitations.

**Cross-reference:** Make sure that any budget modifications are reflected in other pertinent plan elements, such the scope or schedule, by referring to modifications in the PMP with the relevant sections.

**Funding for Fiscal Year Capital Projects:**

**Fiscal Planning:** If this relates to a capital project, outline the anticipated financing fiscal years. These should line up with the funding entity's or Syracuse University's financial planning cycles.

**Funding Restrictions:** Record any financial limitations, including allotted funds, spending caps, and fiscal year allotments.

**Consistent Financial Disclosure:**

**Financial Updates:** Frequently send financial updates to the stakeholders and project owner, focusing on variance assessments that contrast actual expenditure with the baseline budget.

**Communication and openness:** Keep all parties involved in the project's financial status informed and uphold financial openness.

RESOURCE PLAN

**Consulting Services for Architecture and Engineering (AE):**

**Duties:** Provide specialized engineering and architectural services, including design, structural assessment, and ensuring adherence to standards and codes.

**Stakeholder Involvement:** The project sponsor or funding body provides the funds for these services. Selecting consultants ought to be based on their expertise, track record, and compatibility with the project's objectives.

**In-House Engineering and Architecture (AE):**

**Responsibilities:** In-house AE teams will oversee overseeing the project's architectural coherence, integration with current structures, and accordance to the club's aesthetic guidelines.

**Limitations:** The organization's assets and abilities (Syracuse University) are the extent of its activities.

**Construction Manager/General Contractor (GC)/Physical Plant**:

**Accountabilities:** This include doing Construction work, managing subcontractors, acquiring supplies, and making sure the project is finished on time and under budget.

**Resource Allocation:** Selecting and paying for GC/CM services is the responsibility of the project management team in coordination with the project sponsor.

**Materials:**

* It is your responsibility to make sure that the remodelling materials you choose for the project adhere to the project's aesthetic and manufacturing standards.
* Budgetary restrictions and project standards may limit the range of materials available. Ecologically friendly and sustainable materials should be used whenever feasible.

**Tools:**

* One of your responsibilities is to supply the necessary building and remodelling equipment for the project, either directly from the supplier or through the GC/CM.
* Stakeholder Equipment: Cost, effectiveness, and the requirements of each project stage should all be considered when making equipment purchasing selections.

**Stakeholder Accountabilities for Funding and Resources:**

**Project Sponsor**: Typically, responsible for providing most of the project's funding. They could also impose limitations or specific guidelines on how resources are distributed and used.

**Project management team:** It oversees making sure that resources are used and distributed effectively, adhering to budgetary constraints and the project plan.

**Consultants and Restraints:** Adheres to established contracts and protocols while making economical and effective use of resources.

**Restrictions:**

**Budgetary Restrictions:** The total amount allotted may limit the resources that can be used. Timeline Restrictions: Especially for specialized contractors or equipment, the project's timeline may have an impact on the availability and scheduling of resources.

**Regulatory and Compliance Requirements:** All requirements must be met, which may influence the choice of materials and construction procedures.

**COMMUNICATION PLAN**

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| **Stakeholders** | **Means of Communication** | **Responsibility** | **Frequency of Communication** |
| Project Manager | Telephone, Email | - Ensure that the project is finished within a year.  -Ensure that the house has been upgraded with modern features.  -Take guaranteeing that there is good communication across team members. | Daily |
| Project Sponsors | Status Reports via Telephone, Email | In charge of approving the project's budget and modifications | Twice a week |
| Contractor | Telephone, Email | - confirms that all construction codes and the homeowner’s specifications are followed by the project's designs and blueprints.  -employing and overseeing subcontractors, including painters, carpenters, electricians, and plumbers. | As needed |
| Transportation services | Telephone, Email | - helps move the structure and all the project's materials. | Weekly |
| Zoning Authorities | Telephone, Email | - Examine and evaluate the home design plans, make sure the building is according to safety regulations, and issue the required permits.  - Verify that the refurbishment conforms with all county laws and ordinances by conducting inspections. | Monthly |
| Neighbouring residents | Email, telephone | - Notify nearby residents of any noise disruptions or road closures brought on by the project. | At the start of project |
| Onondaga County Officers | Email, telephone | - Examine and evaluate the design plans, make sure the building project conforms with safety regulations, and issue the required permits.  - Verify that the refurbishment conforms with all county laws and ordinances by conducting inspections. | Bi-Weekly |
| Electrical Engineers | Weekly Reports (Email, tele-communication) | - Help with the installation of all electrical appliances  - Make sure that all the machines are available in terms of manpower.  - Check to make sure the electrical system complies with all applicable rules and regulations governing current load (amperes) and is safe. | Daily-During working time |
| Mechanical Engineers | Emails, tele-communication | - Oversee the installation of the heating and air conditioning systems.  - Make sure that all the machines are available in terms of manpower.  - Additionally, they may offer suggestions for energy-saving devices and systems that lower energy expenses and raise the sustainability of the home. | Daily-During working hours |
| Interior Designers | Email, telephone | - Work together with contractors and architects to ensure that each blueprint is carried out properly. | Twice a week |
| Legal Advisors | Email, Telephone | - Verify contracts for compliance with the law by checking and reviewing them.  - Provide information about environmental regulations, safety measures, and building requirements. | As Needed |
| Financial Advisor | Email, Telephone | - Create a project estimate and select potential funding sources.  - Make sure the project stays under the budget that has been set aside.  - Ensures the use of financial assets more wisely. | Thrice a week |

**RISK MANAGEMENT PLAN**

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| **RISK DESCRIPTION** | **LIKELIHOOD** | **IMPACT SEVERITY** | **MITIGATION STRATEGIES** | **RISK RESPONSE PLAN** |
| **Weather-related delays** | Medium | High | weather tracking and a safety net for outdoor pursuits. | Postpone necessary outside tasks to avoid bad weather. |
| **Budget Overrun** | High | High | Thorough budgeting, emergency funds, and regular financial assessments | Adopt cost-cutting measures and reevaluate the project's objectives. |
| **Asbestos Removal Safety Hazards** | High | High | Hire knowledgeable asbestos removal professionals and make sure all safety precautions are taken. | Work in impacted regions must be halted immediately. enlist the help of an ecological safety and health team |
| **Delays in the Supply Chain** | Medium | Medium | Deal with a variety of suppliers and place early orders for goods. | Locate substitute materials, and modify work schedules as necessary. |

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| **Lack of Labor** | Medium | High | Hire trustworthy labor companies and set aside money for a buffer in your labor schedule. | Reallocate internal resources and hire extra subcontractors. |
| **Unexpected structural problems** | Low | High | examination of the structure before renovations and ongoing observation. | Consult structural engineers immediately and adjust the project schedule |
| **Consistent Adherence** | Medium | High | frequent compliance inspections and consultations with regulatory bodies. | Project plans should be modified to reflect changes in regulations and to seek expert advice. |
| **Participant Inconsistency or Conflicts** | Low | Low | Frequent stakeholder gatherings facilitate communication. | Participate in the arbitration review process and define the objectives of the project. |
| **Technical Problems** | Medium | Medium | Regular equipment maintenance and availability of backup equipment. | Fast timetable modifications for repairs or replacements |
| **Modification of the Project's Scope** | High | High | Procedures for managing scope changes are clearly specified. | Plan and budget revisions should be carefully reviewed and authorized before making any changes. |

PROCUREMENT PLAN

**Method for Purchasing Supplies and Services:**

**Services for Engineering and Architecture (AE):**

**Procedure for Selection:** Use a qualifications-based selection process or a competitive bidding process for AE services. Potential service providers should be assessed according to their track record, experience, and capacity to meet project goals.

**Contract Negotiation:** Work with purchasing departments and contracts to adjust terms so that they meet project deadlines and budgets.

**Performance monitoring:** To ensure quality and project timeline adherence, regularly compare the accomplishments of AE service providers to their contractual commitments.

**Services provided by Construction Manager/General Contractor (CM/GC):**

Establish a clear and open bidding process for the selection of CMs and GCs.

It is important to prequalify contractors based on their past performance, sound financial standing, and relevant experience.

**Contractual Conditions:** Make thorough contract agreements that include the parameters, timelines, payment plans, and performance standards.

**Including the project team:** To guarantee prompt schedule management and issue resolution, keep up a positive working relationship between the CM/GC and the project team.

**Internal Services:** Distribution of Resources: Identify and allocate internal resources, such as personnel from the maintenance or facilities departments, and clearly describe their roles and duties in relation to the project.

**Planning and Organizing:** Incorporate internal services into the project's overall schedule. To make sure that internal efforts are in line with the overall project progress, have regular coordination meetings.

**Owner-Procured Materials or Equipment:** Requirements and Guidelines Establish clear specifications for the tools and supplies needed for the job. Verify that these specifications meet the requirements for quality and standards of the project.

**Choosing a Supplier:** Find potential providers by doing in-depth market research. Evaluation criteria for suppliers should include cost, reliability, quality, and ability to deliver on schedule.

**Order placement and delivery tracking:** Work with the purchasing department to place orders and monitor delivery. Create a process for examining supplies and equipment upon delivery and addressing any discrepancies or issues with quality.

**Implications for Cost and Scheduling**

**Budget Compliance:** Make sure that the project budget is followed in all procurement-related activities. Regularly compare procurement costs to budgetary allotments.

**Align the schedule:** Incorporate procurement benchmarks into the project's overall timetable. To avoid missing project milestones, track and modify procurement activities.

**Risk management:** It involves identifying and developing backup plans for potential procurement-related risks, such as delivery delays or cost overruns.

**Working together and communicating:** Consistent updates Update the stakeholders and project management team on any challenges that might impact the project's timetable or scope, as well as the procurement process.

**Collaborative Decision Making:** When making important procurement decisions, involve important project team members, particularly when alterations or plan deviations are needed.

**MONITOR AND CONTROL PHASE**

**Tracking Development:**

**Frequent Status Meetings:** Hold regular status meetings with the project group to discuss issues, track advancement, and make plans. These kinds of meetings ought to happen regularly or every two weeks, based on the needs of the project.

**Progress Reporting:** Write and distribute reports on a regular basis. Updates on the project's status regarding the timeline should be included in these reports.

**Timetable:** These reports need to offer an overview of the project's development with respect to the estimated completion date.

**Budget:** The difference between current and planned spending.

**Scope:** Any modifications or departures from the project's original parameters.

**Quality:** The state of standard conformity and quality checks.

**Prepare deviation reports** that detail any departures from the schedule, budget, and scope of the plan. This must include a look at the fundamental reason for the change as well as possible corrective measures.

**Risk management:** Keep a frequent eye on the hazards listed in the risk-management plan. Maintaining a close eye on the execution of risk response strategies and updating the risk record with any new or modified hazards.

**Updates for Stakeholders:** Hold regular meetings and updates for stakeholders on the project's progress. This helps to keep things transparent and control expectations.

**Instruments and Records for Observation and Management:**

**Using a Gantt chart or project scheduling:** Continually update the project schedule to consider real progress as well as planned development.

**Dashboard Reports:** Using project management software, create dashboard reports that highlight key performance indicators and metrics and provide a quick overview of a project's status.

**Issue record:** Throughout the project, keep a problem record to track and resolve any difficulties that come up.

**Plan for Effective Communication Adherence**

Make sure all team members and stakeholders are aware of the most recent project information by adhering to the communication plan that has been agreed upon.

**Feedback Mechanism:** Establish a procedure for gathering ideas and opinions.

**CLOSE-OUT PHASE**

1. Project Completion Certificate

2. Final Approval and Inspections

3. Finishing the Punch List

4. Financial Closeout

5. Document Archiving and Compilation

6. Performance of the Contractor throughout till the completion of the project

7. Handover of Project to Client

8. Celebration

9. Closeout report published

10. Last correspondence with stakeholders about the project

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