

# Overseeing and Managing Consultants, Contractors, and Projects

## Enhancing Supervisory Capabilities in Building Projects

### Introduction

The main objective of project management is to increase the likelihood that a project will be successful at every stage of development. But there is a good chance that a project won't succeed, particularly if money and schedule are limited. The only way to avoid failure is to have a creative approach to the planning and building phases and know how to assign and oversee the appropriate resources to complete the project within the appropriate work scope. The objective is to oversee the project to ensure that it is completed under budget and on schedule, with a final product that complies with plans, codes, and specifications.

This program is intended to provide participants a thorough emphasis on improving the knowledge, skills, and abilities needed to boost their value to their business and advance their careers as engineering project supervisors.

### Course N Carry workshop highlights are as follows:

- The essential elements of every endeavour
- Examining the advantages of learning project management techniques
- Handling and Overseeing Building Projects
- Assessment of Vendor Bids
- Collaborating in a methodical manner with consultants and contractors throughout the project's various phases to assist the selection process
- Identifying and controlling any risks that might jeopardize the project

### Objectives

#### After completing this session, you will be capable of:

- Understand the concept of organized project management
- Examining the various construction-specific applied design management models
- Enhance your abilities in cost estimation
- Assess the most effective techniques for project stakeholders.

- Creating Service Level Agreements and "Statements of Work" for use as contract papers
- Finding and choosing the right contractors and consultants
- Improve your ability to negotiate and make decisions.

## Training Methodology

The most useful techniques now used by project managers are covered in this class. Packed with resources and methods, group activities will provide a "hands-on" learning experience. The participants will be taken on a journey of discovery by realizing the need to upgrade their level of knowledge and understanding of project management and using the most appropriate methodologies and tools. This will be accomplished through the use of the most recent learning practices, current material, and real-world case studies.

## Organizational impacts

**This session will help the organization in the following ways:**

- Decreased Cost of Service Contracts
- Enhanced output from contractors and consultants
- Decreased Organizational Risk from Potential Liabilities
- Increased output from employees hiring outside contractors
- Enhanced strategic emphasis on hiring professionals for Consultant and Contractor Services
- Comprehending the terms and principles of contracts
- Enhanced control over timely and cost-effective supply
- The composition and utilization of incentive schemes

## Personal Impact

**After completing this workshop, students will:**

- Possess a definition of construction project management and an understanding of its applications.
- Recognize the keys to project success
- Increased capacity for contract management and negotiation
- How to assess offers and bids
- Capacity to monitor project delivery and progress in relation to baseline
- Understand how to keep the project moving forward and make sure it is finished quickly.
- Negotiation Planning and Strategy
- Tracking and evaluating the work of consultants and contractors

**While a wide spectrum of professions can benefit from this training, the following will particularly benefit:**

- Supervisors of Projects
- Project Managers
- Engineers for Projects
- Professionals in the Project Management Team
- Experts in Contract Management
- Perfect for experienced engineers working on projects without any prior project management experience

## **Course Outline**

### **Day 1**

#### **Construction Industry Project Management**

- Overview of Construction Management
- Construction Project Management Stages
- The function of a supervisor or project manager in construction management
- Identifying and comprehending a project's objectives, hazards, and level of quality
- The primary components of safety management and construction projects

### **Day 2**

#### **Work scope, comprehensive specifications, and construction costs**

- Outlining the specific needs and the work's scope
- Recognizing and Handling Project Limitations
- How crucial it is to work together with important parties to decide on the precise drawings and requirements
- Techniques for Costing and Estimation
- Price and Cost Indices for Construction (PCIs)

### **Day 3**

#### **Procurement, Tendering and Selection**

- The strategic procurement planning's crucial relevance

- The Process of Bidding and Bid Evaluation

- Value for Money and Complex Purchases' Total Cost of Ownership (TCO)
- The Essentials of Earned Value Administration

## **Day 4**

### **Contract Creation and Discussion**

- Recognizing the idea and fundamentals of contract law
- Examination of the Contract's Requirements
- Model Contract Formats - Particular to Contractors and Consultants
- Dispute resolution and reacting to a breach of contract
- The Skill of Bargaining and Convincing

## **Day 5**

### **Handling Performance and Making Decisions**

- Problems with Contract Performance and the main reasons for contract modifications
- Controlling the Performance and Expectations of Suppliers
- Key Performance Indicators, service level agreements, and their creation and administration
- Theory of Decision Making: Procedure, Structure, and Phases
- Capacity and assurance to make the best choice