



## CONSTRUCTION SITE MANAGEMENT & PROJECT ADMINISTRATION

*5-Day Training program*

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### INTRODUCTION

Excellence in project site administration, management, and control consists of a number of scheduled and well-orchestrated tasks, which together accomplish the desired results. This ultimate result is a **SUCCESSFUL PROJECT**.

In this dynamic very interactive workshop, the methodology of effective project administration, management, and site supervision & control will be examined and **practically implemented**. The desired results will be SUCCESSFUL completion of projects on time, within budget, according to quality standards and original scope requirements with **minimal** scope changes, schedule delays, cost overruns, claims, and costly disputes.

### WORKSHOP OBJECTIVES

The principal objective of this workshop is to provide those Site Engineers who are dealing with various Contractors and Sub-Contractors on a daily basis in the construction industry with a single source of information that will help address the responsibilities and risks that they are likely to encounter. The workshop not only introduces design professionals, project managers, and owners to the special problems of construction, but also serves as a ready reference to experienced contract administrators and construction engineers as well.

This workshop will provide on-site representatives, engineers, and inspectors with a ready source of information in preparing for the responsibilities they could expect to confront on every construction project and its daily challenges.

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With up-to-date state-of-the-art techniques in construction projects, this workshop can literally become a single source for most construction-phase activities a successful site administration, management and effective supervision alike.

## **PROGRAM**

### **DAY ONE**

#### **QUICK OVERVIEW of the bidding & contracting process in CONSTRUCTION INDUSTRY**

- The Importance of Site Management – An Overview
- The Bidding/Tendering process
- Bidder Selection
- Evaluation & Awards
- Prime Construction Contract – General Conditions of Contracts adopted
- by ALDAR, and its implementation for Site Management
- Construction Sub-Contracts and its relation to the Prime Contract
- Planning for Effective Construction Project and “Kick Off Meeting”
- Site Safety Plan

#### **Contract documents**

- The 5 Steps for Initiating a Project
- The Contract Documents, its order of Precedence and its relation to effective Site Management and Supervision
- The One-to-One Concept
- Professional Construction Management
- Fast-Track Construction
- Definition of Individual Responsibilities and Authorities
- Quality Assurance and Quality Control Representative
- Lines of Authority in Construction Projects
- Job Site Analysis
- Development of an Inspection and Supervision Plan

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- Site Precautions

## **DAY TWO**

### **Project schedule**

- Pre-Construction Operations
- Basic project schedule analysis
- Establishing the Cost and Schedule Baseline
- Baseline Adjustment and Revised Project Schedule
- Discerning critical impact issues beyond the obvious
- “Accomplishing” vs. “Adjusting the schedule”
- Scheduling cost impacts
- Delay Analysis and Extension of Time (E.O.T.) Requests Analysis
- Critical and Concurrent Delays Analysis
- Compensable vs. non-compensable Delays
- Excusable vs. non-excusable Delays

### **DRAWINGS, Plans & Specifications**

- Specification layout & precedence
- Conflicts due to Drawings and Specifications
- Unenforceable Phrases in the Conditions of Contracts
- Contra-Proferentum Rule “ Interpretation of Ambiguity against the Drafter!”
- CSI – 16 Division Master Format Specification
- Allowances and Tolerances in Specifications
- Resolving ambiguities
- Held inspection techniques
- Bid Packaging / Logging & Tracking
- Using the Specifications in Contract Administration
- Order of Precedence of the Contract Documents
- Building Codes and Permits and its relation to Site Management and Supervision

## **DAY THREE**

### **QUALITY ASSURANCE/ quality CONTROL (QA/QC)**

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- Understanding project requirements
- Systems of measurements
- Getting what you paid for
- Selling quality to the project team, DEWA and Contractor's Team
- Job Site Safety Rules and Regulations
- Development of Quality Assurance and Quality Control Program
- Construction Safety and its implementation
- Construction Materials and Workmanship
- Contractor's Submittals
- Inspection of Materials Delivered to the Site
- Rejection of Faulty Material and Workmanship
- Testing Procedures on Site

#### **MEASUREMENT AND PAYMENT**

- Controlling the projects budget
- Verifying Billings and Approval of Payment
- Systems of measurements
- Contract Change Orders
- Extra Work Orders
- Emergency field orders
- Unsolicited quotations
- Variation Orders Processing and Approval
- Cost Estimate of Variation / Change Orders
- Using the Earned Value Analysis Techniques for Progress Measurement
- and Reporting and Forecasting Performance

#### **CONSTRUCTION MATERIALS AND WORKMANSHIP**

- Materials and methods of Construction
- Requests for Substitutions of Materials
- Inspection of Materials Delivered to the Site
- Rejection of Faulty Material

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- Quality Level and Quality Assurance Provisions
- Delivery, Handling and Storage of Materials
- Site Precautions

#### **DAY FOUR**

#### **PROJECT DOCUMENTATION, RECORDS, AND MEETINGS**

- Pre-Construction Meeting "Kick-Off" Meeting
- Files and Records
- Construction Progress Records
- Contractor's Submittals
- Construction Photographs
- Daily Reports
- Project Documentation as Evidence in Claims
- Construction Reports
- Types of Meetings
- Who Should attend
- Typical agendas

#### **Project Reports**

- Types of reports (Daily, Weekly, Monthly)
- Job Progress Report
- Contents & organization
- % Complete Analysis
- Reporting systems software
- Project Management Software Implementation

#### **Changes, VARIATION ORDERS AND EXTRA WORKS**

- Contract Modifications
- Changes in the Work
- Types of Changes/Variations

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- Elements of a Change or Variation Order
- Starting the Variation Order Process
- Costs of Delays caused by Variation Orders
- Owner's Control Mechanism of Variation Orders

### **CLAIMS AND DISPUTES**

- Five Principles of Contract Administration
- Claims and Disputes
- Differences between the Parties
- Resolving Differences Amicably through effective negotiations
- Preparations for Claims Defense
- The Use of Project Records in Arbitration or Litigation
- Alternative Methods of Dispute Resolution
- Arbitration vs. Litigation

### **DAY FIVE**

#### **PUNCH LISTS**

- Make it ongoing: "Fix-it before it's done"
- What to look for
- Monitoring remedial work
- Sign-off procedures
- Acceptance of the Work
- Liquidated Damages for Delay
- Clean Up and demobilization and removal of Site Facilities and Plants
- and Machinery
- Pre-Commissioning, Commissioning and Start-Up Procedures

#### **PROJECT CLOSEOUT**

- Reconciling extra work issues
- Resolving retention

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- Systems “Check-Test-Start” procedures
- Turn over checklists
- Final Invoice
- Record document retention statuses
- Guarantee Period
- Completion vs. Substantial Completion
- Beneficial Use / Partial Utilization
- Acceptance of the Work
- Guarantee Period
- Contract Time
- Liquidated Damages for Delay
- Cleanup
- The Snag/Punch List
- Preparation for Closeout
- As-Built / Record Drawings
- Post Completion Evaluation
- Manual of Operations
- Monitoring Remedial work

#### **POST OCCUPANCY EVALUATION**

- Construction Feedback
- Occupancy Review
- Contractor Review
- Post Completion Report - "Documenting the Lessons Learned?"

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