

PROJECT MANAGEMENT

Services



VILA ASSOCIATS
Management Services

PROJECT MANAGEMENT ENTAILS CONDUCTING THE ENTIRE CONSTRUCTION PROCESS

From the conceptualisation and decision-making phase to those of project coordination, control and monitoring, tendering and contract award, construction, and the decommissioning of the entire process, the project manager ensures at all times that the goals established in terms of finance and scheduling are achieved. In this work, the project manager performs the following tasks:

- Analysis of the project needs programme.
- Preparation of the overall investment estimates, by ratio, module, etc.
- Preparation of the contracts for the various project design specialists.
- Taking out work insurance.
- Commissioning, monitoring, and coordinating with the technical inspection organisation company.
- Commissioning, monitoring, and coordinating with the quality control laboratory.
- Reviewing technical projects.
- Preparing project review reports.
- Coordinating, supervising and monitoring technical teams (architecture, engineering, technical inspection, external technical advisers, etc.).
- Proposal for breaking down the project into phases for tendering.
- Tendering for each project phase.
- Tender audit report.
- Tender award proposal.
- Preparation of works tender award contracts.
- Gathering documents relating to all applications for building permits and submitting them to the local authority for processing.
- Monitoring the building permit application process.

- Meetings with government specialists and the architect to discuss issues related to the project and its technical aspects.
- Financial control and monitoring.
- Preparation of the project cash flow chart.
- Invoice database for each supplier.
- Review and approval of work certifications for each of the service companies and organisations commissioned.
- Preparation of work plan.
- Analysis of the link between activities.
- Study and calculation of the critical path.
- Analysis and definition/description of the construction process behind the works.
- Control and monitoring of work planning.
- Acting as the owners' representative before specialists and contractors.
- Financial and performance monitoring reports.
- Reports on economic settlement of works.
- Assistance to works management for the installation of service lines.
- Monitoring and cooperation with works management for acceptance of works.
- Preparing works inspection reports.
- Preparing work commencement certificates for each phase.
- Preparing provisional and final works reception reports.
- Acting on behalf of the owners in matters relating to: complaints, litigation and claims for damages covered by the construction insurance.

AND, GENERALLY SPEAKING, ALL TASKS NECESSARY TO ENSURE THE GOOD MANAGEMENT AND COORDINATION OF PROJECTS AND WORKS.

