

1: Construction management - Wikipedia

Functions of Contract Administration. Many of the functions of contract administration involve the planning and development of contracts.

This is done by going through a bidding process with different contractors. The contractor is selected by using one of three common selection methods: Function[edit] The functions of construction management typically include the following: Specifying project objectives and plans including delineation of scope, budgeting, scheduling, setting performance requirements, and selecting project participants. Maximizing the resource efficiency through procurement of labor, materials and equipment. Implementing various operations through proper coordination and control of planning, design, estimating, contracting and construction in the entire process. Developing effective communications and mechanisms for resolving conflicts.: CM professional practice includes specific activities, such as defining the responsibilities and management structure of the project management team, organizing and leading by implementing project controls, defining roles and responsibilities, developing communication protocols, and identifying elements of project design and construction likely to give rise to disputes and claims. Typically economical buildings, and other improvements, for agricultural purposes. Examples include barns, equipment and animal sheds, specialized fencing, storage silos and elevators , and water supply and drains such as wells, tanks, and ditches. Residential construction includes houses, apartments, townhouses, and other smaller, low-rise housing, small office types. This refers to construction for the needs of private commerce, trade, and services. Examples include office buildings, "big box" stores, shopping centers and malls, warehouses, banks, theaters, casinos, resorts, golf courses, and larger residential structures such as high-rise hotels and condominiums. This category is for the needs of government and other public organizations. Examples include schools, fire and police stations, libraries, museums, dormitories, research buildings, hospitals, transportation terminals, some military facilities, and governmental buildings. Buildings and other constructed items used for storage and product production, including chemical and power plants, steel mills, oil refineries and platforms, manufacturing plants, pipelines, and seaports. The construction of transportation infrastructure such as roads, bridges, railroads, tunnels, airports, and fortified military facilities. Environmental construction was part of heavy civil, but is now separate, dealing with projects that improve the environment. Some examples are water and wastewater treatment plants, sanitary and storm sewers, solid waste management, and air pollution control. A bid tells the owner how much money they should expect to pay the construction management company in order for them to complete the project. An open bid is used for public projects. Any and all contractors are allowed to submit their bid due to public advertising. A closed bid is used for private projects. A selection of contractors are sent an invitation for bid so only they can submit a bid for the specified project. This selection focuses on the price of a project. Multiple construction management companies submit a bid to the owner that is the lowest amount they are willing to do the job for. Then the owner usually chooses the company with the lowest bid to complete the job for them. This selection focuses on both the price and qualifications of the contractors submitting bids. This means that the owner chooses the contractor with the best price and the best qualifications. This selection is used when the owner decides to choose the contractor only on the basis of their qualifications. The owner may also ask for safety records and individual credentials of their members. Payment contracts[edit] Lump sum: This is the most common type of contract. The construction manager and the owner agree on the overall cost of the construction project and the owner is responsible for paying that amount whether the construction project exceeds or falls below the agreed price of payment. This contract provides payment for the contractor including the total cost of the project as well as a fixed fee or percentage of the total cost. This contract is beneficial to the contractor since any additional costs will be paid for, even though they were unexpected for the owner. This contract is the same as the cost-plus-fee contract although there is a set price that the overall cost and fee do not go above. This contract is used when the cost cannot be determined ahead of time. The owner provides materials with a specific unit price to limit spending. Feasibility and design[edit] Feasibility and design involves four steps: It is the responsibility of the design

team to ensure that the design meets all building codes and regulations. It is during the design stage that the bidding process takes place. The needs, goals, and objectives must be determined for the building. Decisions must be made on the building size, number of rooms, how the space will be used, and who will be using the space. This must all be considered to begin the actual designing of the building. This phase is normally a written list of each room or space, the critical information about those spaces, and the approximate square footage of each area. Schematic designs are sketches used to identify spaces, shapes, and patterns. Materials, sizes, colors, and textures must be considered in the sketches. This step requires research and investigation into what materials and equipment will be used as well as their cost. During this phase, the drawings are refined with information from structural, plumbing, mechanical, and electrical engineers. It also involves a more rigorous evaluation how the applicable building codes will impact the project. Contract documents are the final drawings and specifications of the construction project. They are used by contractors to determine their bid while builders use them for the construction process. Contract documents can also be called working drawings. A notice to proceed is when the owner gives permission to the contractor to begin their work on the project. The first step is to assign the project team which includes the project manager PM , contract administrator, superintendent , and field engineer. The project manager is in charge of the project team. The contract administrator assists the project manager as well as the superintendent with the details of the construction contract. They are also in charge of coordinating on-site construction activities. A field engineer is considered an entry-level position and is responsible for paperwork. During the pre-construction stage, a site investigation must take place. A site investigation takes place to discover if any steps need to be implemented on the job site. This is in order to get the site ready before the actual construction begins. This also includes any unforeseen conditions such as historical artifacts or environment problems. A soil test must be done to determine if the soil is in good condition to be built upon. This can be done by the general contractor if the company does all their own construction work. If the contractor does not do their own work, they obtain it through subcontractors. Subcontractors are contractors who specialize in one particular aspect of the construction work such as concrete, welding, glass, or carpentry. Subcontractors are hired the same way a general contractor would be, which is through the bidding process. Purchase orders are also part of the procurement stage. A purchase order is used in various types of businesses. In this case, a purchase order is an agreement between a buyer and seller that the products purchased meet the required specifications for the agreed price. The pre-construction meeting is meant to make decisions dealing with work hours, material storage, quality control, and site access. The next step is to move everything onto the construction site and set it all up. Progress payments are partial payments for work completed during a portion, usually a month, during a construction period. Progress payments are made to general contractors, subcontractors, and suppliers as construction projects progress. Payments are typically made on a monthly basis but could be modified to meet certain milestones. Progress payments are an important part of contract administration for the contractor. Proper preparation of the information necessary for payment processing can help the contractor financially complete the project. This is to ensure that all materials, equipment, and quality meet the expectations of the owner that are included within the contract. This may cause disruption for surrounding businesses or homes. A popular method of dust control is to have a water truck driving through the site spraying water on the dry dirt to minimize the movement of dust within and out of the construction site. When water is introduced mud is created. This mud sticks to the tires of the construction vehicles and is often lead out to the surrounding roads. A street sweeper may clean the roads to reduce dirty road conditions. Environmental protections[edit] Storm water pollution: As a result of construction, the soil is displaced from its original location which can possibly cause environmental problems in the future. Runoff can occur during storms which can possibly transfer harmful pollutants through the soil to rivers, lakes, wetlands, and coastal waters. If endangered species have been found on the construction site, the site must be shut down for some time. The construction site must be shut down for as long as it takes for authorities to make a decision on the situation. Once the situation has been assessed, the contractor makes the appropriate accommodations to not disturb the species. There may often be particular trees or other vegetation that must be protected on the job site. This may require fences or security tape to warn builders that they must not be harmed. The contractor must make accommodations so that erosion

and water flow are not affected by construction. Any liquid spills must be maintained due to contaminants that may enter the wetland. Historical or cultural artifacts: Artifacts may include arrowheads, pottery shards, and bones. All work comes to a halt if any artifacts are found and will not resume until they can be properly examined and removed from the area. The discussion and any decisions made at the meeting must be documented.

2: What is the difference between Project Management and Contract Management? - www.enganchecuba.com

The phrase contract administration refers specifically to the process in which an already developed and initiated contract is managed and/or administered. A large part of this management process deals with following the progress of the seller in relation to the predetermined milestones in within the contract, determining if the seller is on schedule, and if not, addressing the issue via either.

Contract Management Contract lifecycle management think project! France contract lifecycle management software is a browser-based solution that cost-effectively manages data, documents, obligations, activities, business processes, and workflows through the full contract lifecycle. It manages the contract from opportunity through contract development, then to contract administration. Optimised contract management The contract management software provides an integrated and simplified solution that allows companies to use the system to increase productivity and visibility, thereby reducing costs and minimizing risks. Throughout the platform, think project! Contract requests, signed contracts, standard clauses, contract templates, amendments, exhibits, and contract reviews are all stored in one central system with full record history and versioning capabilities. Unfortunately many business development and contract specialist teams lack an effective information management system that provides a holistic view of all contract information and their interdependencies. Poor contract management leads to lower productivity, higher costs, slower decision making, and greater risks. By allowing users to easily create new, or find and reuse previous contract information using existing contract templates, staff productivity is increased and cycle times are reduced. Opportunities supervision in contract management An optional component of think project! France contract lifecycle management software is the ability to track and manage the prospecting, qualifying, and negotiating stages of business development. Using standardised electronic data and workflow technology, the system provides the functionality of a highly customised customer relationship management solution. Contract development initiates contract lifecycle management Contract development consists of contract drafting, review, and approval. During the drafting stage, think project! France contract management solution leverages the functionality of the think project! The Word connector is a specialised integration with Microsoft Office Word, which allows contract drafting to be done entirely within Word while enabling the management of the contract document, text and data within think project! France central knowledge base. Contract administration closes contract management loop Effective and efficient contract administration is of considerable importance to minimise contractual, financial, and regulatory risk. The contract management software allows users to centrally codify and track the execution of administrative tasks to ensure all obligations are completed as agreed. Using a wide range of collaboration, task, reporting, and process management tools, and the system balances the need for structure and conformity with flexibility and speed.

3: Project Management for Contract Professionals Training Courses - Dubai | Meirc

Contracts can vary in complexity and type, and can include rental or sale contracts, purchase contracts, employment contracts or contract proposals for new business. The following is a sample of the fundamental job duties and functions that can apply to contract administration roles within most industries and organizations.

Our reference process is the project management process. These different parties need to sign a contract before starting implementation phase of a project. Then, they will hand over to an implementation team. So, in the first two phases, a proposal manager is in charge who transfers the project responsibility to a project manager for implementation and closure phase. What is a contract? A contract is any agreement between two or more parties where one party agrees to provide certain deliveries or services, and the other party agrees to pay for those deliveries or services. How do we get a contract between two parties? In extreme cases, it just takes an offer by a company and the simple acceptance of that offer by the customer, and we have a contract. Typically, we will see some negotiation going on between the two parties before one of them accepts the last offer of the other party. However, since it is so easy to end up in a legally binding contract situation, the first step, generally the offer by the company has to be prepared very carefully. Even for smaller projects we usually need more than two parties to contribute. So, another important aspect is, how many different parties we need and how the contractual structure should look like. In sub-section Project Contract Structure , we summarize the basic structures to choose. What is contract management? This process overview indicates that contract management activities seem to belong to the responsibilities of the project manager and the whole project team. In fact, they do; however, in larger projects where we have large contracts it is best practice to involve a full-time contract manager who brings in his professional experience, takes responsibility for that process, and ensures the contribution of all team members. After signing the contract, upon handover, the implementation team needs to analyze the contract in order to ensure that they understand what has been signed and needs to be implemented. When preparing and signing a contract in definition and planning phase, we anticipate how we want to implement the required project results, and fix this anticipation in our planning documents. This means that all our project planning is based on assumptions on how the project environment will develop over implementation and closure phase. As a simple matter of life, these assumptions can turn out to be wrong: Thus, it would be helpful to prepare the project plans and the contract in a way so that those necessary changes can be implemented with mutual agreement of all involved parties. As a first tool for contract management, we integrate a change management process into the contract. As an essential result of this change management process we only execute a change to the contract upon successful negotiation and mutual agreement of a change order. Under certain circumstances e. This we call a claim situation, and we need to integrate a claim management process as a second tool for contract management into the contract. The following picture reflects the general claim management process. Obviously, claim settlement is the tricky part and needs further explanation. There are several steps of escalation which we can integrate into the contract as a third tool of contract management. These are the claim settlement or dispute resolution methods. In most claim situations, we will be able to settle the case after negotiating with the other party. The contract parties agree to call a neutral third party for determination of specific contract elements, their interpretation, and an expert opinion on the case. Following the presentations, the executives meet with or without the mediator or expert to negotiate a settlement on the basis of what they have heard. This board is normally appointed at the beginning of the project and stays in close touch with it, adjudicating disputes as they arise. Conciliation and mediation are similar. Conciliation refers to a process in which the third party takes a more activist role in putting forward terms of settlement or any opinion on the case between the two parties. While in mediation, the third party provides support to the parties during their negotiation but does not interfere with the content of the case or its settlement. In this process a neutral third-party, the adjudicator, makes summary binding decisions on contractual disputes without following the procedures of arbitration. This is a formal process, agreed by the parties, regularly with three arbitrators who are neutral and independent. They make a final and binding decision as first instance. On average, the process duration is two to three years. It follows the

arbitration clauses set by the International Chamber of Commerce ICC , Paris, and it requires the support of external lawyers. After arbitration as first instance, we usually can go for a formal court trial as second and then third instance. Steps 1 through 6 are not legally binding, but increasingly difficult to ignore or reject. Due to the duration and formal character, arbitration and court trial are the most expensive ways to settle claims. Therefore, it is worthwhile to discuss carefully with the other party before signing the contract which of the first 6 steps could be integrated into the contract. If possible we follow the change management process for most of the deviations which we cannot avoid. This requires a common understanding of the contract and the underlying project planning between the contract parties. However, as mentioned above, there might still remain some claim situations. Fundamentals of a successful claim For a successful claim, the contractual basis is essential. The second building block consists of the records of events and their analysis in terms of impact. In order to define the claim strategy the following questions can be helpful: Please refer to sub-section Project Claim Management for more details on how to deal with claims, and to the case study in sub-section Project Claim Analysis for an example of a claim case analysis. Our presentation of contract management can only reflect the basics of the matter. For more details, especially the legal aspects please refer to literature such as to be defined.

4: Contract Management | Project Information Management | Deltek

Deltek Project Information Management (PIM) Contract Management module is a one-stop-shop for managing all of the day to day administration on projects.

5: Contract Management Vs. Contract Administration | www.enganchecubano.com

Contract lifecycle management. think project! France contract lifecycle management software is a browser-based solution that cost-effectively manages data, documents, obligations, activities, business processes, and workflows through the full contract lifecycle. It manages the contract from opportunity through contract development, then to contract administration.

6: Project Manager or Contract Manager? - Sean Whitaker

This article lists the processes involved in managing project contracts and project procurement, processes that include identifying objectives, defining information systems, selecting sources, finding contractors, administering contracts, and evaluating contractor performance.

7: Contract Administration - Project Management Knowledge

Best Practices in Contract Administration management, and administration of contracts - (essentially, gained Who is the Project Owner's Technical.

8: Contract Management

Project Mgt is managing the project to ensure the result prior to contracts. (Scope, Time, Cost & Quality). Contract Management is under procurement, wherein to meet/ensure the terms and commitments agreed in the contracts. general responsibilities is in the hand of Contract Managers.

9: Contract Administration | Management Concepts

This training course covers the critical duties performed by contracting personnel during the contract administration phase of the acquisition process.

Growing up in the South Animals in Frosting, No.1. Mathematical Modeling Of Diverse Phenomena 10 Ways to Screw Up an Ad Campaign Hunting for Earth-like planets Now we are civilized Day, a night, another day, summer Sample curriculum vitae for job application Nutrition support: enteral and parenteral nutrition M. Patricia Fuhrman United states passport application form Sanaa rolex learning center Marketing questions for bank exams Math Practice K-1 Old-fashioned pilgrimage Empowering Metropolitan Regions Through New Forms of Cooperation (Euricur Series) Macmillan mcgraw hill social studies grade 1 United States post office Market safety and safeguards Kregel Pictorial Guide To Church History, Volume 2 Beetle McGrady eats bugs! Practicable socialism Jewish community under the Frankford El Hibbeler engineering mechanics dynamics 13th solutions Civics for New Mexicans Medicine, miracle, and magic in New Testament times Wings over Europe, by Robert Nichols and Maurice Browne. William Penn, the politician Till death do us laugh marriage humor Developing C language portable system call libraries Something About the Author v. 80 Human brain function book Precession of the Equinox 73 The Trinity Apocalypse (Trinity College Cambridge, MS R.16.2 (Studies in Medieval Culture) Field guide to the birds of australia Introduction to neural networks with java second edition Preliminary study of runoff of selected contaminants from rural Maine highways Jasons MacBook Pro A house of books: my book house Susan Kenney A nation on speed An Anthology of Military Quotations