

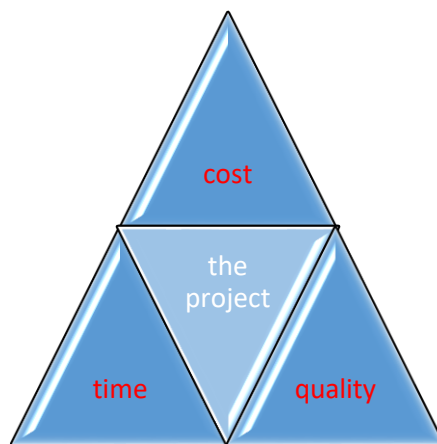
## Scope of the services of a project manager

### Introduction

Even for small and medium-sized projects, but especially for larger projects, it is useful to hire a project manager who performs the tasks of the beneficiary competently and professionally, and to effectively represent the building owners' interests during project.

Experiences in the planning and execution of construction projects alone are no longer sufficient.

Rather, knowledge of project management and personal characteristics are essential for the success of a project in order to be able to take over management and coordination tasks.



*The magic triangle of a successful project*

A project manager is employed for the neutral and independent perception of the beneficiary's obligations - in organizational, technical and economic terms. In principle, he supports the project participants as a consultant.

The project controller does not have any contractual relationship with project partners other than the client. Consequently, he has no authority to instruct other project participants, unless the client expressly empowers him.

The services which a project manager assumes are based on the requirements of the client.

## Advantages

A qualified project management not only serves the beneficiary, but also provides advantages to other project partners.

These include, for example:

- a clear and comprehensive description of the tasks, both in technical terms and in terms of content, and thus greater security during the project execution
- a discharge of the client in terms of time and in technical issues
- improved transparency and communication for all project participants through the professional preparation, organization and documentation of the information flows
- additional quality, cost and schedule controlling in the interest of the client

## Overview of the services of a project controller

Project management is the transfer of delegable client functions such as:

- Definition of the tasks and preparation and coordination of the program for the overall project,
- clarification of the tasks to employ designers and other parties involved in the planning (project participants),
- Drafting and monitoring of organization charts, time schedules and payment plans, related to project and project participants,
- Coordination and control of the project participants, with the exception of the executing firms (construction management), whereby a supervision of the construction management can be contracted also,
- Preparation of the participation of planners and specialist planners and their coordination,
- Updating of the planning objectives and clarification of target conflicts,
- ongoing information to the beneficiary about the project and follow-up of the timely making of decisions by the client,
- Coordination and control of the processing of financing, support and permitting procedures.

## Performance of the project manager

The services are divided into five areas of activity and five project stages.

### Areas of activity:

- A Organization, information, coordination and documentation
- B Qualities and Quantities
- C Costs and financing
- D Deadlines, resources and logistics
- E Contracts and insurances

### The project stages

1. Project Preparation
2. Design & Planning
3. Tendering and preliminary construction
4. Construction
5. Project Completion

Depending on the requirements of a project, the services can also be commissioned partly.

## Attachment

Some key points on the possible achievements of a project manager

### 1. Advice

- Advice on the definition of the objectives (content and structure), taking into account profitability
- Advice on the appropriate legal concept

### 2. Project Development

- Concept design taking into account economic viability
- Establishing the project team, advertising, information and consultancy of interested parties
- Coordination and monitoring the land procurement

### 3. Project coordination and management

- Structuring and organization of the project team
- Preparation, moderation and documentation of client meetings
- Interactive process support - organization of workshops and participatory processes
- Preparation and follow-up of decision making and documenting of it
- Moderate conflicts between project participants
- Scheduling and coordination

### 4. Technical construction supervision

- Controlling and steering of cost, time quality
- Review decisions regarding project objectives
- Representation of the interests of the beneficiary towards planners, authorities, etc.

- Support for the selection, negotiation and contracting of project partners (architect)
- Supporting the selection, negotiation and contracting of construction companies
- Preparing planners and contractor's contracts
- Check the design and the tender documents for plausibility
- Participation in the building permit application process with authorizations
- Conduct procurement negotiations
- Building acceptance, commissioning, snagging tracking

#### 5. Economic consulting

- drafting of the business plan including calculation of the rent and operating costs
- Preparation of payment plans, liquidity forecast and cost controlling
- signing free of invoice for payment
- Ensuring cost transparency
- Regulation of payment transactions
- Organization of a project bookkeeping (if necessary, commissioning of an accounting firm)
- Participation in the application for investment funds (bank request)
- Participation in the application for funding
- Preparing the necessary insurance policies

We would be glad to provide you with an individual service package tailor-made for your demand and for your project.