



PROJECT MANAGEMENT PLAN

Doc. N^o PMP A001
 Issue 1.00
 Date August 2014

Roles & Responsibilities of Key Personnel

Custodian	Issue	Release date
Project Management Plan	01	August 2014
Modifications		

Project Name : General

Project Manager

Reporting to the General Manager with ultimate responsibility for the delivery of the project and the primary point of contact with the Consultant/Client.

Responsible:

For ensuring adequate resources and office/welfare provisions are employed to allow the safe completion of the project.

Responsible for ensuring that the AAI Health, Safety Environmental and Quality culture is communicated and understood and followed by all.

To have overall responsibility to ensure that everyone on site, are working in accordance with AAI's Health & Safety Strategy.

To communicate company information to all staff through regular team briefings and hold regular site team meetings.

For ensuring that there is effective planning and monitoring of the works and communicate this to the client in the format confirmed and agreed within the contract.

For ensuring Design Information requirements if any are confirmed by the client team ahead of the construction programme.

To ensure all aspects of the contract are carried out throughout the lifetime of it.

To assign responsibilities to other team members in the project and to foster and maintain teamwork and co-operation.

To monitor the construction programme and monitor the cost of the project. To plan and produce short term planning.

To coordinate the sub-contract activities through regular meetings.

To investigate and action accidents, incidents and non-compliances.

For ensuring staff career development and Training.

For the introduction of new technology and encouraging innovation.

To approve the purchases of goods and services.

To approve the list of authorised signatories.

For pro-actively delivering and wherever possible exceeding, the agreed objectives of both AAI and the Consultant/Client by leading a project team in the planning, development, monitoring and delivery of procurement and construction programme of works.

To prepare and submit monthly progress reports to the General Manager.

To ensure that all procurement items are identified and adequately placed with procurement department to enable the contract programme to be carried out.

To take the lead in ensuring the effective management of performance, training and budgets, to ensure that project is cash-positive, well co-ordinated and runs in accord with the agreed contract programme.

To manage a direct labour workforce.

To assist in the planning and management of the site logistic requirements

To arrange for the necessary procedures to be put in place so that all materials supplied are properly controlled and transported to site.

To mentor and encourage development of his team e.g. appraisals.

To chair regular Internal Progress Meetings and HSE meetings with site team and Subcontractors.



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Senior Quantity Surveyor/Quantity Surveyor

Reporting to the Project Manager

Responsible:

To liaise closely with the Project Manager on all commercial matters to jointly obtain maximum commercial benefit from a project.

To assist the Project Manager in identifying circumstances occurring on the project, which entitle the Company to additional monies or time and to ensure that contractual notices are given within the time limits set down in the Contract

To ensure that only approved suppliers and subcontractors are utilised on a project.

To liaise with the Project Manager to prepare draft sub-contract documentation (including bid tabs/analysis) and to assist the Project Manager in obtaining the best commercial and technical deal available in the market. The quality assurance requirements of sub-contracts must be addressed.

To administer the payments, insurances and bonds for sub-contractors and to ensure formal sign off of final accounts on the approved format.

To produce monthly Contract Cost Value Reconciliation (CCVR) by prescribed dates and to discuss the commercial implications of that statement with the Project Manager to ensure there is an understanding of the commercial position of the Project.

To prepare Quarterly Forecast reports in co-operation with the Project Manager.

To undertake re-measurement and prepare, submit and agree monthly valuation, variations and final accounts. Interim accounts shall also be discussed with the Project Manager to allow Engineering Staff input. Awareness of site activities is fundamental.

To notify and prepare insurance claims.

To ensure that contemporary records are produced and maintained which provide sufficient data to support any claim. Ensure photographic records are made and records retained by QS.

To monitor project purchasing using the materials tracking schedule.

To establish cost code for all requisitions and to be actively involved in placing major orders.

To prepare cash flows and claims documentation.

To monitor production outputs and advised the Project Manager in relation to yields on allowances.

To provide cost accruals and cash flows to the Accounts department by the prescribed dates.

To identify areas of waste or loss on materials and advise the Project Manager

To ensure that commercial procedures and duties set down in the company Corporate Quality Manual are followed.

To be actively involved to improve site safety and quality of work in line with company policy.

To monitor correspondence to ensure that company does not accept design liabilities, which are not embodied in the Contract.

To liaise closely with other site staffs to ensure that Orders are commercially correct and that AAI's interest in terms of budget and performance is protected.

To produce commercial reports to include in the weekly site reports and to attend weekly and monthly site meetings.

To ensure site documentation for which, responsibility has been delegated by the Project Manager is properly archived at the end of the project.

To verify financial stability of any overseas suppliers prior to placing of orders.

To assist monitoring of the number of hours and output resources (labour, plant,



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	<p>staff) against tender/forecast allowances and review with Project Manager.</p> <p>Monitor all Project correspondence for commercial issues and initiate commercial correspondence.</p> <p>Submit monthly payment applications timely at the end of each month, expedite issue of payment certificates, monitor payments and chase cash.</p> <p>Continually seek business development leads and additional work on and off the project.</p> <p>Ensure timely notices of default are issued to subcontractors and suppliers in accordance with terms of their Order or Sub-contract.</p> <p>To identify areas of commercial risk on the Project as early as possible and review with the Project Manager ways of avoiding that risk.</p>
<p>Planning Engineer</p>	<p>Reporting to the Project Manager</p> <p>Responsible:</p> <p>For all engineering and planning activities on the project</p> <p>To prepare long-term and short-term planning with the Project Manager</p> <p>Preparation and monitoring of all construction, installation and commissioning programs</p> <p>To obtain information and design drawings in a timely manner to suit the construction program for the works</p> <p>To update the works completed on a weekly basis.</p> <p>To submit the plants and equipments resource list to the Plant Manager.</p> <p>Prepare labour resource histograms and S-Curves to reflect planned vs actual usage.</p> <p>Compile weekly and monthly progress reports as required by the Client.</p>
<p>Site Agent</p>	<p>Reporting to the Project Manager with ultimate responsibility for the delivery of the project with respect to Services Works (Utilities) and Road Works</p> <p>Responsible:</p> <p>To prepare Method Statements & Risk Assessment, as work schedule requires.</p> <p>To prepare suitable check sheets as required for inspection purposes.</p> <p>To assist in the planning and management of the site logistic requirements.</p> <p>To coordinate the sub-contract activities through regular meetings.</p> <p>To investigate and action accidents, incidents and non-compliances.</p> <p>To ensure that all procurement items are identified and adequately placed with the procurement department to enable the contract programme to be carried out.</p> <p>For ensuring adequate resources and office/welfare provisions are employed to allow the safe completion of the project.</p> <p>To manage Occupational H & S, Environment and Quality issues.</p> <p>To investigate and action accidents, incidents and non-compliances.</p> <p>To plan and produce short term planning.</p> <p>To coordinate the sub-contract activities through regular meetings.</p> <p>To prepare and submit monthly progress reports.</p> <p>To ensure that all procurement items are identified and adequately placed with the procurement department to enable the contract programme to be carried out.</p> <p>To take the lead in ensuring the effective management of performance, training and budgets, to ensure that project is cash-positive, well co-ordinated and runs in accord with the agreed contract programme.</p> <p>To manage a direct labour workforce.</p>



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	<p>To manage multi-national sub-contractors. Work with and manage a multi-national management team.</p> <p>To mentor and encourage development of his team e.g. appraisals.</p> <p>To arrange for the necessary procedures to be put in place so that all materials supplied are properly controlled and transported to site.</p>
Office Engineer	<p>Reporting to the Project Manager and Site Agents.</p> <p>Responsible:</p> <p>Managing the rest of the draughtsman at site.</p> <p>Checking all type of drawings (Construction NOC, Shop drawings, As-Built drawings).</p> <p>Dealing with Sub contractor's for shop drawings & As-built drawings.</p> <p>Coordinating with site Senior Engineer's & Surveyors.</p> <p>Preparing all kind of drawings as and when required.</p>
Project Engineer / Site Engineer	<p>Reporting to the relevant Site Agents</p> <p>Responsible:</p> <p>To ensure accurate setting out of works in accordance with contract drawings and programme requirements.</p> <p>To ensure the effective implementation of setting out controls</p> <p>Conduct phase inspections with Consultant (preparatory, initial and follow-up) in accordance with contract specifications</p> <p>Progress reporting and drafting weekly reports as required</p> <p>To prepare, issue and ensure implementation of daily and weekly programme.</p> <p>To provide daily, weekly progress reports.</p> <p>To provide assistance and technical supervision for construction activities.</p> <p>To liaise with sub-contractors with regard to setting out requirements.</p> <p>To check sub-contractors work for accuracy and quality.</p> <p>To manage site interfaces between AAI and sub-contractors.</p> <p>Liaise with the storekeepers who carry out the receiving inspection</p> <p>Ensure that Quality is maintained on site in relation to all aspects of the project.</p> <p>Ensuring that that the standard of the installed works is in accordance with the approved for construction drawings/contract specification and quality of workmanship is maintained at the highest standard.</p> <p>Inspection of permanent materials as they are delivered on Site to ensure compliance with reviewed shop drawings and specifications</p> <p>Conduct onsite inspection of supplies and services to be incorporated into the work as required.</p> <p>Maintain records of all on site Quality Control Activities to be available for Consultant Engineer's use as required</p>
HSE Officer	<p>Coordination with the Project Manager on Site</p> <p>Responsible:</p> <p>To advice the Project Manager on HSE related topics and provide full support to the site team.</p> <p>To ensure the proper implementation of Company/Clients/Sub-contractors HSE procedures on site.</p> <p>To investigate all accidents / incidents. Carry out weekly inspections of work areas to ensure compliance of the HSE requirements.</p> <p>To prepare a monthly safety statistics report.</p> <p>To co-ordinate and participate in site HSE in-house training programme</p>



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	<p>To keep records of all inspections, tests and examinations, accidents, etc.</p> <p>To provide the leadership necessary to contribute towards an effective HSE organisation.</p>						
Chief Surveyor/Surveyor	<p>Reporting to the Project Manager and direct coordination with the Engineering Manager and Site Agents</p> <p>Responsible:</p> <p>Ensure that all people involve on setting out have had adequate training, are using standard methods to indicate the information and are monitoring construction to that information</p> <p>For arranging regular spot checks on works and records and carrying out all necessary monitoring of existing and new works</p> <p>Maintaining all the survey equipment on the contract including the monthly internal calibration check of survey equipment</p> <p>Compiling and keeping an instrument register with on/off hire status, calibrated equipment record and equipment calibration status</p>						
Material Engineer / Senior Laboratory Technician	<p>Reporting to the Project Manager</p> <p>In coordination with appointed QA/QC Engineer, responsible:</p> <p>To oversee the operation of site laboratory as necessary and with third party testing as required.</p> <p>To arrange for procedures to be put in place for the efficient testing of materials, concrete, soil and asphalt, etc.</p> <p>To arrange for the necessary procedures to be put in place so that all materials supplied are properly controlled and transported to site.</p> <p>To carry out all testing needed on site with the third party as required.</p>						
Draughtsman	<p>Reporting to the Office Engineer.</p> <p>Responsible:</p> <p>To produce and/or develop the necessary drawings as per the design briefs</p> <p>To ensure that information provided in the shop drawing is in accordance with the contract specifications and material submittal.</p> <p>To maintain a proper database of drawings ensuring the necessary information is available when required</p> <p>To minimize the number of revisions and aborted works on site.</p> <p>To maintain logs of incoming & outgoing drawings and related correspondence.</p> <p>To arrange regular spot checks on works and records and carry out all necessary monitoring of existing and new works.</p>						
Project Secretary and Document Controller	<p>Responsible:</p> <p>To control the Quality Records (Document) activities/movements by implementing and maintaining Control of Document procedure with strict adherence to Project Quality Plan procedures for filing system and Company procedures with respect to Control of Project Information.</p> <p>Control of document movements can be described as:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">1. Receiving</td> <td style="width: 50%; text-align: center;">4. Filing</td> </tr> <tr> <td style="text-align: center;">2. Issuing</td> <td style="text-align: center;">5. Retrieving</td> </tr> <tr> <td style="text-align: center;">3. Distribution</td> <td style="text-align: center;">6. Archiving</td> </tr> </table> <p>To ensure a rapid access of all quality records.</p> <p>To establish & maintain a Centralized System for the control of Quality Records.</p> <p>To acquire knowledge of standard drawing numbering system and coordinate the same with Engineering Department and Sub-contractors.</p> <p>To maintain up to date Database Register showing document details and</p>	1. Receiving	4. Filing	2. Issuing	5. Retrieving	3. Distribution	6. Archiving
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	<p>revision status.</p> <p>To establish a Distribution Matrix for allocating controlled copies of documents as necessary to Company staff or Organizations (Client, Contractors, Sub-contractors, Suppliers, etc.)</p> <p>To provide registers for all drawings, procedures, standards, specifications, vendor drawings, manuals, etc. and generate internal transmittal for internal circulation of the same.</p> <p>For co-ordination and control of Engineering documentation, QC documentation (Inspection Records), Suppliers Documentation, Subcontractors Documentation with Client/Contractor as well internal review and approval of Subcontractors documentation.</p>
<p>Store/Time Office & Plant / Equipment Co-ordinator -</p>	<p>Reporting to Project Manager.</p> <p>Responsible:</p> <p>To maintain records of Staff and Labour Force on site.</p> <p>To ensure that materials required are requisitioned in advance of the works on site and in accordance with the work program</p> <p>To ensure that plant & equipment required are requisitioned in advance of the works on site and in accordance with the work program.</p> <p>To maintain records of all site plant and operators including routine checks and operators certificates.</p> <p>To ensure adequate supplies of fuel are ordered and stored in accordance with mandatory requirements.</p> <p>To ensure that upon arrival on site of all plant/equipment it will first be inspected together with a representative of the site's Safety Department and it will be assured that only trained and/or licensed drivers/operators are assigned to the items of plant before they are allocated to their respective work areas.</p>