

# The Project Management Process

## Inception to Completion



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## Project Management

1. Property or site inspection
2. Concept Design
3. Full measured survey. A set plans are a tangible document to allow quantified and informed decision making.
4. Developing detailed scope of work.
5. Complete a budget cost and programme analysis. (full design team involvement including high level decisions on finished etc. Steps 2 & 3 may take a number of meetings)
6. Define and agree a final scope of work based on cost, programme and client requirements. (This is a critical stage)
7. Complete a set of working construction drawings
8. Agree procurement and contract strategy. For example based on the final scope of work, one will need to consider; do you tender the project as one element of work to a main contractor or segregate into specialist or sub manageable sections.
9. Tender the proposed work based on cost and programme
10. Review tender returns and complete post tender analysis
11. Full design team and client review meeting (Review the project based on actual cost and programme). At this juncture it is still relatively easy amend your plan as it is still only a paper exercise.
12. Agree final scope of work, contract sum and programme
13. Contractor appointment & contract administration (this will formalise insurances, rights and responsibilities etc)
14. Commence work
15. Site inspections, interim payments, ensure programme is achieved
16. Final account, snags and handover
17. Project complete
18. Certificates of Building and Planning Compliance