



Building Project Management Team

Typical tasks will include:

- **Representing the interest of the client**
 1. Acting as the Client Agent
 2. Attending all pre-contract meetings
 3. Checking adhesion to client's brief
 4. Checking suitability of Contractor
 5. Compliance with any landlord or planning issues/ requirements
 6. Comprehensive review of proposals with comments identifying between potential risk and cost.

- **Providing independent professional advice**
 1. Advising of suitable type of contract to be entered
 2. Ensuring complete transparency of contractor's proposal
 3. Compliance with statutory regulations with CDM Construction (Design and Management) Regulations 2007
 4. Compliance with any planning issues

- **Liaising with and supervising the work of the other professionals involved in the project**
 1. Maintaining dialogue with the nominated contractor design and management team
 2. Attendance to on site progress meetings
 3. Regularly reporting directly to client with relevant information
 4. Reporting any design or management issues to client with recommendations.
 5. Making sure the aims of the project are met
 6. Ensuring that quality standards are adhered too
 7. Keeping track of progress and ensuring that the project is on time and on budget
 8. Ensuring variation approvals sought with compliance and building control standards or manufacturers recommendations.

- **Financial Information**
 1. Maintaining transparent records of expenditure, accounting, costing, and billing contained within the contract
 2. Control of main contractors' variations and valuations
 3. Control of contractor payment valuations

Job description and activities

Building project managers have overall responsibility for the planning, management, coordination, and financial control of a construction project.

It is their responsibility to see that the clients' wishes are adhered to and that the project is completed on time within the budget agreed. The project manager may be involved from the initial conception and design of the project, through its construction, to its completion.

Even though the sums involved may be significant, unrepresented clients are frequently led into contracts on very basic terms, often simply by an exchange of letters, for works that are vague and without the client having a detailed understanding of what is (and is not) included. It is often found late in the project that items that the client thought were included are not and 'open book' does not guarantee value for money. Where contracts are more detailed, these are often prepared by the fit-out contractor on their terms and, when dispute occurs, the client has inadequate contractual protection.

Like all building works, fitting out projects should be managed independently by a project manager/team appointed by the client. The project manager will have the sole interests of the client at heart and will not be influenced by maximising profit from the works.

The project manager should be appointed at the earliest stage possible – preferably before any decisions are made as to whether to acquire a building or re-plan existing space and should be involved throughout space audit, feasibility and acquisition stages as well as being able to offer advice in respect of budget costs, procurement routes and programme.

Once the project brief is determined, the project manager will co-ordinate the detailed space planning, design and specification, contractor selection, tendering and appointment as well as ensuring that all necessary consents are obtained (including planning and building regulations and landlord's approval) and manage furniture and IT integration.

Fees

Based on a sliding scale as follows:

Assumed Contract Value:

£500,000 – 1.5m	4% CV	Min £20,000.00	Max £60,000.00
£1.5- 2.5m	3% CV	Min £60,000.00	Max £75,000.00
£2.5m – 5m	2% CV	Min £75,000.00	Max £100,000.00