Project Management Plan

Team 3: Michelle Cardona, Adarsha Paul, Janice Su
Our Team

Janice Su
Project Manager

Michelle Cardona
Project Engineer

Adarsha Paul
Office Engineer
AN OVERVIEW OF OUR PMP

Elite Consulting Services:

- Project Administration
- Time Management
- Cost Management
- Contract Management
- Information Management
- Quality Management

FOCUS ON OUR SAFETY MANAGEMENT PLAN

- Required Training
- Site Specific Orientation
- Accident Reporting
- Administrative Policy
- Site Security
**Project Administration**

- Staff Plan - Responsibilities

  - Project Administration
    - Information Tracking and Distribution
      - Procore
      - Storing of Information
        - Filing Index
        - Simplified Naming System
    - Project's scope, objectives, and requirements
    - Recommend Contract Format(s)
      - Method of compensation
      - Wicks Law or PLA

**Contract Management**

- Recommend Contract Provisions
  - Project's scope, objectives, and requirements

**Information Management**

- Information Tracking and Distribution
  - Procore
  - Storing of Information
    - Filing Index
    - Simplified Naming System
Time Management
- Project Planning and Schedule
  - Pre-Construction Schedule
- Technology and Tools
  - Primavera P6

Cost Management
- Cost Estimate
- Project Payments
  - Pencil copies
  - SOV
- Change Orders and Claims
- Retainage

Quality Management
- Quality Assurance
  - Constructability reviews
- RFIs & Submittals
- Quality Control
  - Inspections
  - Tests
Safety Management
Orientation & Required Training

- Site Specific Orientation
  - Safety protocols
  - Emergency procedures
- OSHA training
- Site & Task specific Training
  - Unique locations (ex. Railroad work)
  - Use of special equipment
  - Working on temporary structures (ex. Scaffolding)
Response to Accidents

Accident Response Plan
• Administering first aid
• Contact emergency services

Evacuation Procedures
• Evacuate pathways
• Meet at specified rally points
Reporting Accidents

- Legal Reporting Requirements
  - Filing reports with OSHA and insurance providers
  - Reporting to local authorities or 911
- Incident Documentation
  - Date and time
  - Individuals involved
  - Type of injuries or damage
  - Actions taken
Administrative Policy

- Consequences of safety offenses
  - Verbal or written warnings
  - Additional training
  - Potential suspension
  - Pre-job hazard assessments
  - Potential hazards
  - Risk rating (probability & severity)
  - Personal protective equipment (PPE)
On-Site Security Measures

• Turnstiles
  • With ID scanners
• Fencing
• Security Cameras
• Security Guards
  • Protection against:
    • Theft
    • Vandalism
    • Trespassing
Thank You