Construction Site Management, Inspection & Supervision
Certified Program

الإدارة والتقييم والإشراف على المواقع في المشاريع الإنشائية
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01 – 05 July 2018
Muscat / Oman
Introduction

This practical five-day workshop demonstrates, through real example and a review of project management techniques and delivery systems, that it is possible to achieve your project objectives and also minimize risks and disputes that can cause cost overruns, completion delays and lower quality of work. The workshop focuses on the various contract participants’ roles and responsibilities during the project life cycle, from concept (need definition) to completion (project handover).

Objectives

The course aims to increase your knowledge of construction practices & control techniques, develop your skills in management, contract field administration & decision-making through analyzing potential risks before the start of the project, developing the necessary management systems to deal with them, & establishing the project delivery system to use on site from construction start-up until project handover. Also, how to avoid or manage problems and claims, and how to promote good organizational and contract close-out procedures.

Who Should Attend?

This course will benefit field administrators-in-training; field representatives of engineers, contractors, owners, architects, and government agencies; construction inspectors; construction managers and project managers; design and construction professionals, and others responsible for effective field administration in building construction.
Course Outline

**DAY 1:**
- Contracting Process & Risk Management Throughout the Project Life Cycle
- Project Life Cycle from Needs Definition to Project Handover
- Examining Different Types of Project Risk Elements
- How to Analyze & Manage Them
- Reviewing the Fundamentals of Project Risk Management
- Risk Identification & Classification
- Risk Priorities
- Contractual Risk Allocation & Management
- **Case Study I:** Risk Management & Allocation between Parties for Effective Project Management; **Project Delivery Systems & Organization**
- Roles of the Parties.

**DAY 2:**
- Review of Risk Allocation
- Fixed Unit Price
- Lump Sum
- Cost-Plus-A-Fee Contracts and Project Management Delivery Systems
- **Case Study II:** Responsibility Matrix
- **Construction Phase**
- Contract Administration In The Field
- Roles of the Parties
- Contractual Roles
- Pre-Construction Activities
- Start-Up Meeting
- Project Documentation & Control Systems
- Hierarchy of Records
- Definition of a Record
- Types of Records
- The Record as a Constructive Tool in Dispute Prevention
- Construction Documents as Pivotal Communication Records.
DAY 3:

- Keeping Conference and Meeting Records
- The Documentation Process
- **Case Study III:** Designing Forms
- Scheduling and Tracking Work Progress
- Scheduling Techniques and Project Planning
- Developing the Schedule
- Project Network Logic
- Arrow Diagram and Precedence Diagram
- Time Analysis
- Critical Path and Floats
- Bar Chart
- Resource Planning
- Leveling & Allocation
- Time-Cost Relationships
- Project Compression & Acceleration
- Project Control & Monitoring.
- **Case Study IV:** Scheduling, Project Compression & Acceleration.

DAY 4:

- **Changes/Extras, Dispute & Claim Causes & Their Prevention**
- Suspension of work
- Re-sequencing of work
- Variation Orders
- Variations in Estimated Quantities
- Differing Site Conditions
- Defective Specs & Drawings
- Sources of Change
- Impact of Changes
- Change Evaluation
- Dispute & Claim Management & Prevention.
- **Case Study V:**
  - Project Documentation, Design a Dispute Management System. **Effective Project Control**
  - Payments & Payment Certificates, Monitoring Job Progress and Scheduling Requirements.
DAY 5:

- Procedures for Progress and Cost Control
- Earned Value, Monthly Status Reports
- **Delays and Acceleration**
- Time is of the Essence
- Significance of Owner’s Schedule
- How much freedom do contractors have in scheduling their work?
- Who is responsible for delays & delay costs?
- Acceleration Factor
- Principle of Mitigating Damages
- **Case Study VI:** Delay Analysis; Substantial Completion and Project Hand-Over; Commissioning and Handing-Over, Substantial Completion, Preparation of Punch List, Starting of Systems, Conclusion.
Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation
- slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- Technical Session 08.30-10.00 am
- Coffee Break 10.00-10.15 am
- Technical Session 10.15-12.15 noon
- Coffee Break 12.15-12.45 pm
- Technical Session 12.45-02.30 pm
- Course Ends 02.30 pm

Course Fees*

- 2,950USD
  *VAT is Excluded If Applicable
المقابلين، والمقاولين من الباطن، والمهندسين المعماريين والمهندسين وأصحاب الأعمال والمطوريين، ومديرى العقود، والاستشاريين، وموظفي القطاع العام والمؤسسات العامة، والممولين، والمصرفيين، والمستشارين القانونيين والمحامين وكفاءة التأمین، مسؤولون عن الوكالات الحكومية المسؤولة، ومديرى البناء الجماعي، ومديرى شركات إدارة المشاريع، ومديرى المشاريع والمديرين المعماريين والمهندسين ومؤهلة البناء والتصميم والبناء للمهنيين، المعماريين والمهندسين والمقاولين، وأصحاب وكالات حكومية، مفتتحي البناء والتشييد المديرين، ومديرى المشاريع، وغيرهم من المسؤولين عن إدارة فعالة في مجال تشبيه المباني، الممولين والمحامين والمستشارين القانونيين، مديرى المشاريع، التصميم، استشارات تسويه الخسائر، سجل المحكمين والخبراء الاستشاريون للتأمین، الإدارة العليا، وإدارة المشاريع والأنشطة مدراء الموقع المهندسين، المالية، والعقود الهندسية والتخطيط ومراقبة التكاليف للمهندسين.