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Abstract: This documen	t describes the pr	cialli	ent process		
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### **PURPOSE** 1.0

 1.0 FORFOSE

 This document describes the project management procedure and references support operations that are necessary for the process.

 2.0 THEORY

 Project tasks must be conducted under controlled conditions, to ensure personnel:

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Estimators are key personnel that must

Management has committed to thorough pre-job and ongoing project planning and AHTO

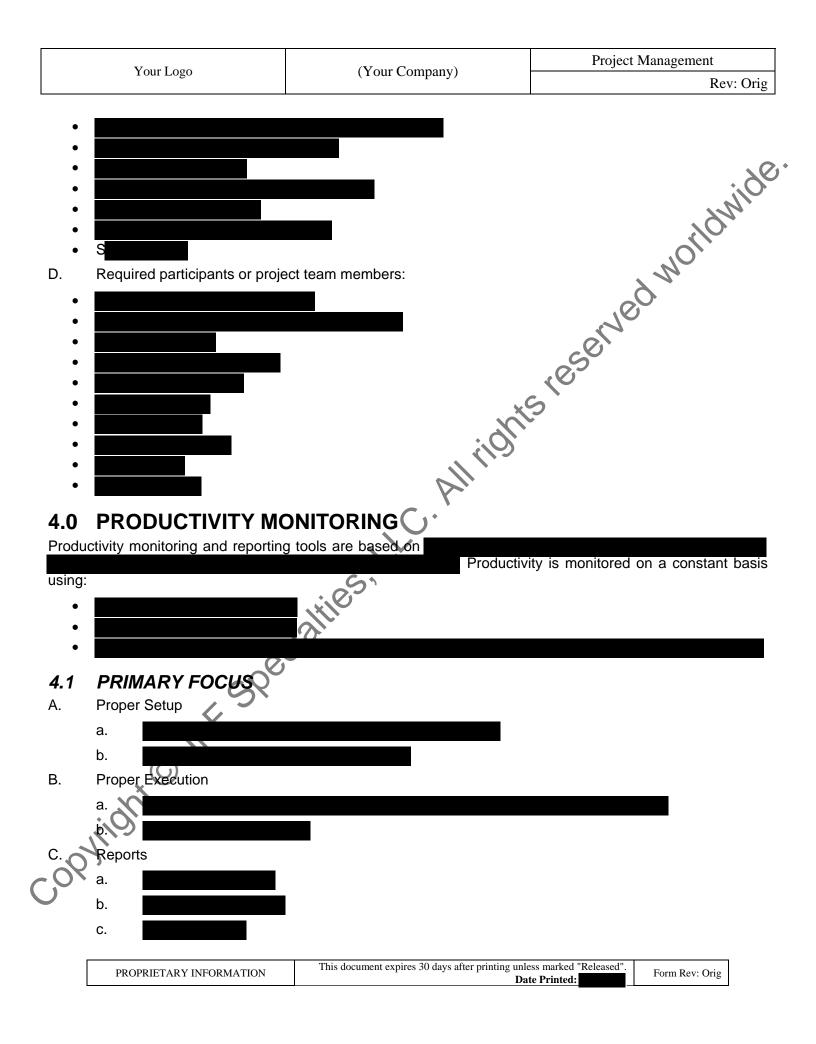
Fundamental elements in Project Management:

Α. Estimate Turnover Meeting:

•	
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•	Pre-Mobilization Planning:
В.	Pre-Mobilization Planning:
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C.	Project Kickoff Meeting:

Review the following subjects with all project team personnel:

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### 4.2 **PRODUCTIVITY**

Stay focused on the primary objective to provide team leaders with simple, accurate crew information:

Establi	sh milestones for claiming non-quantifiable measures, for instance:
0	
Produc	tivity Reports should be sorted and sub-totaled two different ways:
a.	
b.	
	oductivity System and the Job Cost System are similar; the difference is the information that is
returne	ed in the weekly reports.
a.	
b.	
	roductivity System should be structured in such a fashion that accurate crew productivit
monito	ring is achieved. Productivity System structure is established during the Analyzed Estimate an
Schedu	ule setup processes. During these two processes:
a.	
۲.	
b.	i. Too Much Detail

• Time cannot be charged to Sequences or Steps; for example:

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• Utilize the units of measure established in the Standard Cost Code list.

# 5.0 PROCESS ASSURANCE

To ensure that all project management activities are complete and have been properly addressed, sign-off is required for

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The Construction Operations Manager, Indirect Operations Manager, Project/Site Manager and Key Superintendents are required to

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