

Project Management

1.0 Purpose

The purpose of this procedure is to define a system for planning and control activities related to project management.

1.1 Application

This procedure is applicable to all the construction projects entrusted to **KSPHC** by the client organizations for execution.

2.0 Responsibility

Responsibility and Authority for various activities of project management is described in procedure part.

3.0 Terms and definitions

- 1) **Activity** – smallest identified item of work in a project process.
- 2) **Concession** – Permission to use or release a product that does not conform to specified requirement.
- 3) **Customer / Client** – Organization or person that receives a product / service.
- 4) **Deviation Permit** – Permission to depart from the originally specified requirements of a product prior to realization.
- 5) **Document** – Information and its supporting medium.
- 6) **Process** – Set of inter-related or interacting activities, which transforms inputs into outputs.
 Note 1: Inputs to a process are generally outputs of other processes.
 Note 2: Processes in an organization are generally planned and carried out under controlled conditions to add value.
 Note 3: A process where the conformity of the resulting product cannot be readily or economically verified is frequently referred to as a special process.
- 7) **Project** – Construction of Residential / Non-Residential buildings entrusted by Client organisations to KSPHC.
- 8) **Project management** – planning, organizing, monitoring, controlling and reporting of all aspects of construction
- 9) **Quality Assurance** – Part of quality management focused on providing confidence that quality requirements will be fulfilled.
- 10) **Quality Control** – Part of quality management focused on fulfilling quality requirements.
- 11) **Review** – Activity undertaken to determine the suitability, adequacy and effectiveness of the subject matter to achieve established objectives.
- 12) **Specification** – Document stating requirements.

Project Management

- 13) **Contractor** – Organization or group of persons or a person who undertakes construction of buildings.
- 14) **Verification** – Confirmation, through the provision of objective evidence, that specified requirements have been fulfilled.

4.0 Procedures

This procedure provides details of activities in a sequential form. It is implied that whenever, in a process step the resulting output is not conforming to the acceptance criteria, preceding process(es) have to be repeated to correct the situation.

This procedure covers all the processes of project management. Wherever system procedures are established that provide detailed information about that process, relevant procedures have been referenced. In order to facilitate easy understanding of process sequence, project-management process is divided into convenient phases / stages.

Following abbreviations and terms are used in the table;

D = Document	R = Record
CMD = Chairman and Managing Director	ED = Executive Director
FA = Financial Advisor	CE = Chief Engineer
SE = Superintending Engineer	EE = Executive Engineer
DES = Designs	
Govt. = Government of Karnataka	Client = User department
PRC = Project review committee consisting of CMD, ED, CE, FA, and other designated employees as determined by CMD / ED.	
KPWD = Karnataka Public works Department	

4.1 Project initiation

Sl. No.	Responsibility	Activity description	Time allowed for completion	D / R	D / R Reference
1	CMD / ED	Receipt of communication from Govt. / user department about the requirements and entering into an MoU		D	Govt. Communications / MoU
2	Project review committee	Project feasibility review - Techno commercial including preparation of line estimate	7 days from receipt of feasibility report from EE (Divisional)	R	P:12-1 and F:12-1
3	CMD / ED	Appraising of feasibility review and resolution of constraints		D	Clearance from Govt.

Project Management

4	EE (Divisional)	Liaison with user department and identification of land for the project	7 days from receipt of Appraisal of feasibility review and resolution of constraints	R	Minutes of meeting with Client if any
5	EE (Divisional)	Verification of land and related records (or liaison with concerned authorities) to ascertain that the land is free from any encumbrances or like things	7 days from receipt of communication from Head Office	R	Land verification record
6	EE (Divisional)	Land verification and Soil testing to determine requirements related to Earth work such as <ul style="list-style-type: none"> ◆ Grading ◆ Excavating, backfilling and compaction ◆ Base course ◆ Soil stabilization 	15 days from receipt of communication from Head Office	R	Soil test reports
7	SE-DES and EE (Divn.)	Review of Land records / Soil test report and conclusions that are to be considered for estimation of work	3 days from receipt of communication from EE	R	

4.2 Concept development

Sl. No.	Responsibility	Activity description	Time allowed for completion	D / R	D / R Reference
1	SE-DES / Deputy Architect	Preparation of layout plan and conceptual drawings	15 days from receipt of communication from EE	D	Project layout and Conceptual drawings
2	SE-DES / Deputy Architect and / or Technical Personnel as directed by CE	Liaison with client and obtain client approval for the layout and conceptual drawings	15 days from preparation of layout and conceptual drawings	D	Client approval / authorization on layout plan and drawings

Project Management

3	SE-DES / Dy. Architect and EE (Divn.)	Interaction with potential user (representatives) and determination of building related requirements.	15 days from preparation of layout and conceptual drawings	R	Summary of expected requirements of end users. If any
4	SE-DES / Dy. Architect and EE (Divn.)	Finalisation of requirements and liaison with client to seek approval.		D	Finalised building requirements

4.3 Allocation of personnel and team development

Sl. No.	Responsibility	Activity description	Time allowed for completion	D / R	D / R Reference
1	EE (Divisional)	Review of prevailing manpower to determine whether personnel available is enough to handle this additional project	3 days from receipt of communication from Head Office	D	Communication to HO about requirements if any
2	Top Management	Allocation of personnel	15 days from receipt of communication from EE		

4.4 Techno financial closure

Sl. No.	Responsibility	Activity description	Time allowed for completion	D / R	D / R Reference
1	EE (Divisional)	Preparation of estimate based on applicable SR of specific KPWD Circle.	15 days from receipt of communication from Head Office	D	Project Estimate F : 12 – 2
2	EE (Divisional)	Liaison with client for approval where required (in case of deposit contribution scheme)	15 days from receipt of communication from Head Office	D	Client approved estimate

Project Management

3	CMD	Administrative approval for the estimate	7 days from receipt of detailed estimate from EE	D	Administrative Approval
4	FA	Arrangement for finance and where necessary to obtain Government guarantee for the loans to be raised from financial institutions	30 days from receipt of final clearance from Client Organisation		
4	SE-DES	Techno Commercial scrutiny of estimate	3 days from receipt of Administrative approval to detailed estimate from EE	D	F: 12-3

4.5 Contracting – Refer QSP – 17

4.6 Construction Management - Refer QSP - 18

4.7 Quality control – Refer QSP - 23

4.8 Project monitoring and control - Refer QSP - 25

4.9 Project closure:

Sl. No.	Responsibility	Activity description	Time allowed for completion	D / R	D / R Reference
1	EE (Divisional) / AEE (Divisional)	Verification of building and preparation of completion report	3 days from Completion of works in a complete manner	R	
2	EE (Divisional)	Handing over of building to the user Department	30 days from Completion of works in a complete manner	D	F:12-4
3	EE (Divisional) / AEE / AE/JE	Preparation of revised drawings as built	30days from Completion of works in a complete manner	D	

Project Management

4	EE (Divisional) / AEE/ AE/JE	Preparation of revised estimate based on building as constructed	60 days from Completion of works in a complete manner	D	
---	---------------------------------------	--	---	---	--

5.0 Records

Sl. No	Name of the Record	Authorizing Personnel	Custodian of record	Retention Time
1	Feasibility report	EE (Divisional)	EE (Divisional)	3 years after the completion of the building
2	Land verification record	EE (Divisional)	EE (Divisional)	
3	Soil test reports	EE (Divisional)	EE (Divisional)	
4	completion report	EE (Divisional)	EE (Divisional)	

6.0 Reference

- a) ISO 9001: 2000 Clause Number 7.0
- b) Quality Manual Clause Number 7.0

7.0 Associated Documents

- a) Procedure for control of documents QSP 01
- b) Procedure for control of records QSP 02

8.0 Revisions

Revision "00" – First issue.

9.0 Distribution of procedure

Chief Co-Ordinator – QMS shall issue this procedure to all the functional / Divisional Heads

* Approved by	Top Management Committee
----------------------	--------------------------

* Board of Directors of KSPHC in its 107th meeting held on 04-12-2004 vide resolution No. 2004 / 047 has constituted a Top Management Committee consisting of CMD, ED, CE and FA with MR and CC as co-opted members. Further the Board has authorised CMD to approve and issue the QSPs after review by the Top Management Committee.