

ABSTRACT

This Project Management procedure guide describes procedures which the author submits are of universal application to projects with predominantly Civil Engineering emphasis and employing traditional contracting procedures.

A comparison of the design and Contract Procedures in the United Kingdom and the United States of America construction industries was made in an attempt to justify the use of the United Kingdom approach in this guide.

The Management Services review some typical project management arrangements and in particular the organization structure of National Insurance Property Development Company Limited from whose manual this guide was adopted. There is also explained the main responsibilities of all the senior management staff, for effective operation of the organization.

The main stages of this guide are as follows:-

- Stage 1 .. .. . Predesign
- Stage 2 .. .. . Design
- Stage 3 .. .. . Construction

Each main stage is divided into four (4) sub-stages, each with its own list of objectives, logic plan and activities. The action listed is by and large sequential but concurrent activities can be identified by means of the logic plan which is in flow chart form.