

Project Management Overview:

Effective project management includes a comprehensive **scope of services** that defines what must be done.

1. Refer to Table 11-1 of the 12 key tasks of the project manager– select the best choices (use each once):

a. Identify the 4 tasks that relate to the development of documents that become contractual agreements and/or are used to manage the project.

- **Prepare the proposal and contract**
- **Establish and oversee budget**
- **Oversee project files**
- **Prepare and distribute project status reports**

b. Identify the 2 tasks that relate to the people within the design firm and their supervision.

- **Supervise the design team**
- **Supervise quality control**

c. Identify the 2 items that relate to the communication with people outside the design firm that are part of the project

- **Serve as primary client contact**
- **Utilize good communication skills**

d. Identify the 4 items that relate to PM responsibilities and relationship management

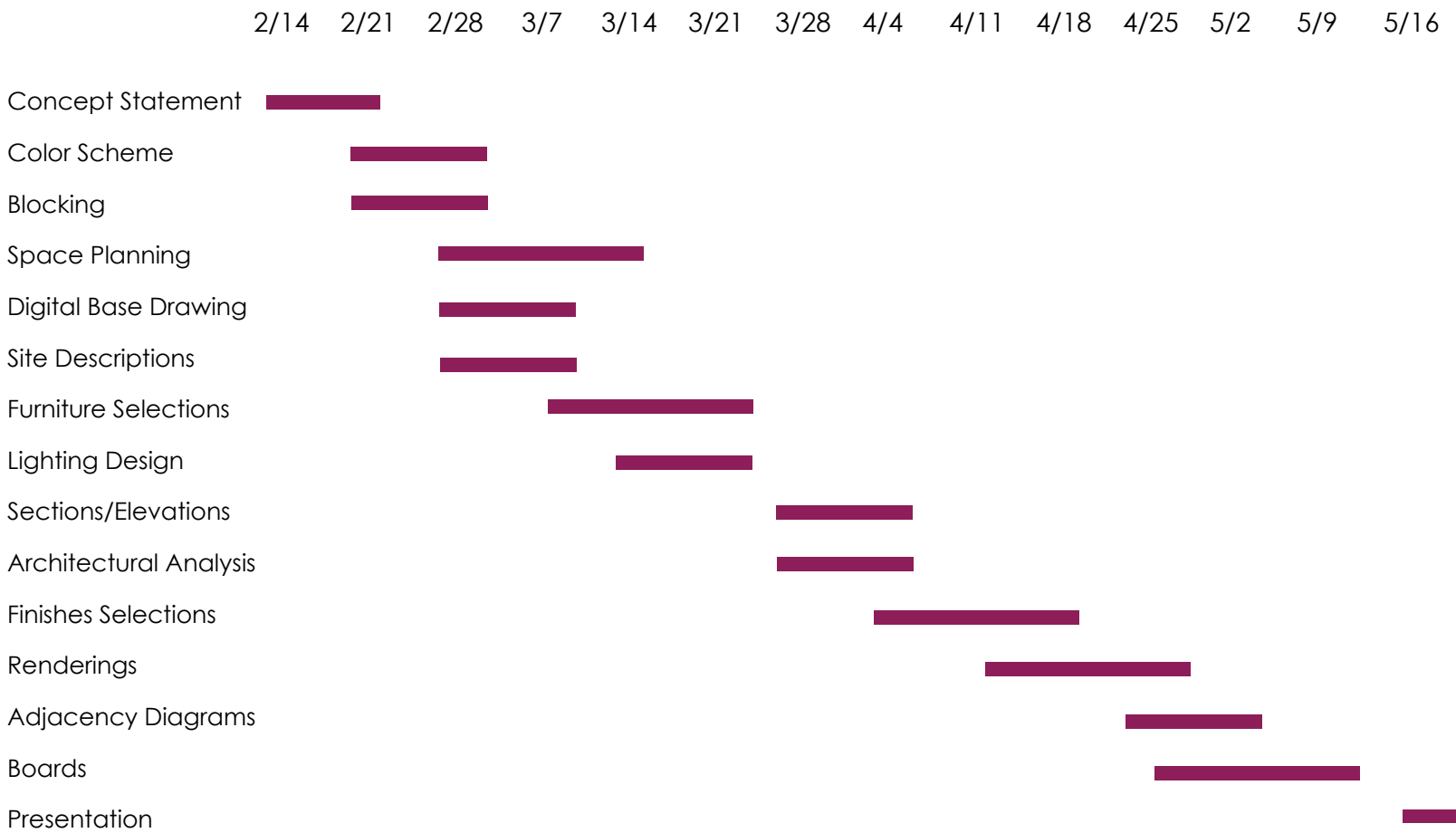
- **Establish and oversee project schedule**
- **Select project team**
- **Coordinate with consultants**
- **Provide design input**

2. Identify (by listing) the paperwork used for a typical project (table 11-2) that you were exposed to, are familiar with or have used during your education and internship.


- **Interview forms/notes**
- **Design contract**
- **Project schedule**
- **Project budgeting**
- **Credit application**
- **Product specs/equipment list**
- **Client approvals**
- **Sales confirmation forms**
- **Purchase orders**
- **Installation floor plans**



- Invoice from designer to client for design fees and products
- Thank you note from designer

Project Schedules:



Office Chair Research:

Proposed Specification for 1 st Choice Chair					
					
Quantity	Manufacturer	Prod. Name & #	Description with size, materials/finishes, base shape, selected options	Retail Unit Price	Extended Price
80	Wayfair Basics	Ergonomic Executive Chair W005637882	26" W x 27" D, 35.4 lbs., Metal & Faux Leather, double wheel, 5 star base	\$229.99	\$18,320
Net Total (40% discount)					\$10,992
10% additional Freight and Delivery					\$1,099.20
7% Sales Tax on Product					\$846.38
Total Cost					\$12,937.58
Attributes:					
1. CAL 117 Fire Retardant Foam					
2. Waterfall seat to reduce pressure on legs					
3. Lumbar Support					
4. Leathersoft material combining polyurethane and leather for durability and softness					
5. 8 hours per day support					
Proposed Specification for 2 nd Choice Chair					
					
Quantity	Manufacturer	Prod. Name & #	Description with size, materials/finishes, base shape, selected options	Retail Unit Price	Extended Price
80	Steelside	Zion Task Chair W006112606	24" W x 24" D, 27.5 lbs., metal & faux leather, 5 star base	\$172.99	\$13,839.20
Net Total (40% discount)					\$8,303.52
10% additional Freight and Delivery					\$830.35
7% Sales Tax on Product					\$639.37
Total Cost					\$9,773.24

Attributes:					
1. Ergonomic					
2. Compatible with tile, carpet, hardwood, concrete, linoleum					
3. Residential and Commercial use					
4. Weight capacity of 250 lbs.					
5. Light usage; Up to 4 hours a day					
Proposed Specification for 2nd Choice Chair					
					
Quantity					
Manufacturer		Prod. Name & #		Retail Unit Price	Extended Price
144	West Elm	Hunter Stacking Chair 407781	19"w x 20.6"d x 31.5"h., solid ash wood finish	\$319	\$45,936
Net Total (40% discount)					\$27,562
10% additional Freight and Delivery					\$2,756.20
7% Sales Tax on Product					\$2,122.27
Total Cost					\$32,440.47
Attributes:					
1. Stacks 6 high					
2. Contract-grade to meet the demands of commercial use					
3. Rounded back					
4. Slim legs					
5. Plastic foot caps to protect floors					
Proposed First Choice for Occasional Table					
					

Quantity	Manufacturer	Prod. Name & #	Description with size, materials/finishes, base shape, selected options	Retail Unit Price	Extended Price
18	Banquet Tables Pro	Round Square Leg Folding Banquet Table w/ Laminate Top MCC-LAM-60R-SQ	60" Dia x 30" H	\$399	\$7,182
Net Total (40% discount)					\$4,309.20
10% additional Freight and Delivery					\$430.92
7% Sales Tax on Product					\$331.80
Total Cost					\$5,071.92

Attributes:

- 6. Square leg design for maximum stability
- 7. Comes in multiple colors
- 8. Looks more like a permanent fixture
- 9. Legs made of 1.5" Steel Tubing
- 10. High pressure laminate top

Proposed Specification for 2 nd Choice Occasional Table



Quantity	Manufacturer	Prod. Name & #	Description	Retail Unit Price	Extended Price
18	Living and Co.	Broste Copenhagen Oda folding table 31000291	Warm Beige Iron, Ash Veneer	\$1,670.22	\$30,063.96
Net Total (40% discount)					\$12,025.58
10% additional Freight and Delivery					\$3,006.40
7% Sales Tax on Product					\$2,104.48
Total Cost					\$47,200.42

Attributes:

- 1. Folding Table
- 2. Same day shipping
- 3. Worldwide shipping
- 4. 30 day return policy
- 5.

Proposed Specification for 2nd Choice Occasional Chair



Quantity	Manufacturer	Prod. Name & #	Description	Retail Unit Price	Extended Price
144	ChurchChairs4Less	HERCULES Series Trapezoidal Back Stacking Banquet Chair in Black Vinyl - Gold Frame FD-BHF-1-ALLGOLD-BK-GG	Black Vinyl Gold Detail H: 36" W: 17.5" Traditional	\$101.00	\$14,544
Net Total (40% discount)					\$5,817.60
10% additional Freight and Delivery					\$1,454.40
7% Sales Tax on Product					\$1,018.08
Total Cost					\$22,834.08
Attributes:					
1. Stack Quantity: 10					
2. Floor protector plastic glides					
3. Designed for commercial use					
4. 500 lb weight capacity					

3 Part CSI Specifications – Proprietary

In Codes & Materials (DES 383), I did my presentation on synthetic materials. For an Interior Office, usage of a synthetic material would be nylon carpeting.

PART 1 GENERAL

1.1 SECTION INCLUDES

** NOTE TO SPECIFIER ** Delete items below not required for project.

A. Carpet tile.

1.2 RELATED SECTIONS

** NOTE TO SPECIFIER ** Delete any sections below not relevant to this project; add others as required.

A. Section 03 30 00 - Cast-in-Place Concrete.

1.3 SUBMITTALS

A. Submit under provisions of Section 01 30 00 - Administrative Requirements.

B. Product Data: Manufacturer's data sheets on each product to be used, including:

1. Preparation instructions and recommendations.
2. Storage and handling requirements and recommendations.
3. Installation methods.

C. Verification Samples: For each finish product specified, two samples, representing actual product and finish.

D. Extra Stock: Submit extra stock equal to 2% of total installed.

1.4 QUALITY ASSURANCE

A. Manufacturer Qualifications: Minimum 5 year experience manufacturing similar products.

B. Installer Qualifications: Minimum 2 year experience installing similar products.

C. Performance: Fire performance meeting requirements of building code and local authorities.

** NOTE TO SPECIFIER ** Include a mock-up if the project size and/or quality warrant taking such a precaution. The following is one example of how a mock-up on a large project might be specified. When deciding on the extent of the mock-up, consider all the major different types of work on the project.

D. Mock-Up: Provide a mock-up for evaluation of surface preparation techniques and application workmanship.

1. Finish areas designated by Architect.
2. Do not proceed with remaining work until workmanship is approved by Architect.
3. Refinish mock-up area as required to produce acceptable work.

1.5 PRE-INSTALLATION MEETINGS

A. Convene minimum two weeks prior to starting work of this section.

1.6 DELIVERY, STORAGE, AND HANDLING

A. Deliver and store products in manufacturer's unopened packaging bearing the brand name and manufacturer's identification until ready for installation.

B. Handling: Handle materials to avoid damage.

1.7 PROJECT CONDITIONS

A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's recommended limits.

1.8 SEQUENCING

A. Ensure that products of this section are supplied to affected trades in time to prevent interruption of construction progress.

PART 2 PRODUCTS

2.1 MANUFACTURERS

** NOTE TO SPECIFIER ** Insert acceptable manufacturers. To research manufacturers, search www.arcat.com for the title of this section.

A. Acceptable Manufacturers: _____.

** NOTE TO SPECIFIER ** Delete one of the following two paragraphs; coordinate with requirements of Division 1 section on product options and substitutions.

B. Substitutions: Not permitted.

C. Requests for substitutions will be considered in accordance with provisions of Section 01 60 00 - Product Requirements.

2.2 MATERIALS

A. Carpet Tile:

** NOTE TO SPECIFIER ** Delete types not required.

1. Material: High-performance nylon bonded to resilient backing.

2. Material: Selected by allowance.

3. Material: Match existing.

4. Material: As selected by Architect.

** NOTE TO SPECIFIER ** Delete installation method not required.

5. Installation Method: Glue-down.

6. Installation Method: Partial glue-down.

7. Installation Method: Free-lay.

8. Auxiliary Materials:

a. Edge guards.

b. Adhesives, cements and fasteners.

c. Leveling compound.

PART 3 EXECUTION

3.1 EXAMINATION

A. Do not begin installation until substrates have been properly prepared.

B. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

3.2 PREPARATION

A. Clean surfaces thoroughly prior to installation.

B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

3.3 INSTALLATION

A. Install in accordance with manufacturer's instructions and in proper relationship with adjacent construction. Test for proper operation and adjust until satisfactory results are obtained.


B. Comply with recommendations of Carpet and Rug Institute 'Specifier's Handbook'.

3.4 PROTECTION


A. Protect installed products until completion of project.

B. Touch-up, repair or replace damaged products before Substantial Completion.

Montgomery Building Carpet Tiles

Proposed Specification for 1 st Choice Carpet					
					
Quantity	Manufacturer	Prod. Name & #	Description	Retail Unit Price	Extended Price
215	Shaw	SHAW DIFFUSE ECOLOGIX CARPET TILE SEAASONAL PREMIUM SKU: 5T234-75979	24" x 24" Purple Linear Pattern	\$2.96	\$636.40
Net Total (40% discount)					\$381.84
10% additional Freight and Delivery					\$38.18
7% Sales Tax on Product					\$29.40
Total Cost					\$449.42
Attributes:					
1. Multi-Level Pattern Loop					
2. Eco Solution Q Nylon					
3. Glue Down Method					
4. 100% Solution Dyed					
5. Premium Grade					

Proposed Specification for 2nd Choice Carpet

	Manufacturer	Prod. Name & #	Description	Retail Unit Price	Extended Price
215	Shaw	SHAW SWIZZLE TILE HIDE N SEEK SKU: M4750-200	24" x 24" Gold	\$1.69	\$363.35
Net Total (40% discount)					\$218.01
10% additional Freight and Delivery					\$21.80
7% Sales Tax on Product					\$16.79
Total Cost					\$256.60
Attributes:					
1. Graphic Loop					
2. Eco Solution Q Nylon					
3. Glue Down Method					
4. 83% Solution Dyed / 17% Space Dyed					
5. Tweed					