**P1 Explain the roles of the members of the construction management team and their individual responsibilities.**

**Introduction**

Almost allconstruction works involve a varied range of professions and the original project team may change during the duration of the project. A number of important team members will be in place from the start to the completion, however, other specialist professions may only be required for short periods of time. It is vital that the correct structure is put in place from the start of a project to ensure its success.

Hierarchy charts

Describe their roles and individual responsibilities beginning with the client and work down

**P2 Explain the techniques applied by a site manager to manage the project.**

**Introduction**

A brief explanation of the 4 M’s and how important it is to get them all on site to carry out the tasks at the same time

Specifications

Bill of quantities

Schedules

Site diary

**Manpower**

Timesheets

Job sheets

A time clock

Day work sheets

**Materials**

Requisition orders

Delivery notes

Weekly delivery records

**Machinery**

Type of plant

Plant log

Maintenance records

**Money**

Research what working capital is regarding construction projects. The contractor needs money to finance the start of the work before he receives an interim payment from the client.

Interim payments

**M1 Discuss the roles of the members of the construction management team and how their individual responsibilities are applied.**

**Introduction**

Write about who is in overall charge of the project (PM)and write about how everything goes through him

Discuss who interacts with whom

**M2 Discuss the techniques applied by a site manager to manage the project.**

Bar charts

Programme of works

Tasks/activities

Method statements

Organising, procuring, co-ordinating and controlling the 4 M’s

Direct/subcontract labour

Recruitment

Workmanship

Incentive schemes

Availability and costs

Training

Hire or purchase of plant

Repairs

Plant matching

Material rotation

Availability and costs

Waste

Delivery periods/lead times

Site handling

Conclusion – site set up/layout

**D1 Evaluate the different roles of the construction management team, their responsibilities and the techniques applied by a site manager to manage the project.**

The PM

The site manager

The Quantity surveyors

The Buyer

The Clerk of works

**Money**

Prime costs

Working capital to start the job

Interim payments

Extra work/variations

Workforce supervision

Workforce requirements

Quality control

Building Regulations

Variation orders

Confirmation notice

Site handling of materials

Storage and Security

Quality assurance and control

Site budget/progress meetings

Forecasting

Planning

Monitoring

Controlling

Decision-making

Managing unforeseen events

Handover schedule

Defects liability period

Final certificate