



### CONSTRUCTION ADMINISTRATION

Power & Monitoring, Inc. staff have been involved in numerous projects calling for their involvement in the administration of the construction phase of projects. Their participation has included:

- \* Scheduling- Our staff have managed projects using PERT/CPM computerized scheduling to run jobs. This has included time management, resource loading, cost loading, price loading and material cost loading. Change orders would be loaded into the software to determine impact to schedule on a pro-forma and actual basis. Projects were actively tracked.

Software used included MS Project, Timeline and Primavera

- \* Shop Drawing tracking
- \* RFI management
- \* Change Order management and review. Change Order cost analysis and schedule analysis.
- \* Witness factory and site testing
- \* Evaluate and sign-off on payment requests
- \* Chair weekly construction site meeting
- \* Chair special meetings required
- \* Manage Action Item List
- \* Review bids
- \* Contractor selection process
- \* Contract negotiation
- \* Liaison to Owner, Program Management