AREA MANAGEMENT AND PROJECT DEVELOPMENT

Client

Construction

Project coordination

Client
Location management / Planner

Project control

Schedule planning
Cost monitoring
Supervisor for the direction of the entire project

Planning

Planner

Inventory

- HVACR (Heating, ventilation, air co., refrigeration)
- Evaluation of the construction's condition
- Available services
- Final area measurements
- As-Is Status Analysis

Business environment layout

- Ground plan (size of departs.)
- Detailed layout planning

Relocation planning

- Relocation logistics on a daily schedule
- Request for quotes
- Ordering guidelines
- Detailed scheduling
- Relocation supervision

Inventory of Workplaces

- Room types/areas
- Furnishings
- Communication terminals
- Data terminals
- Data processing network
- Case-specific required installations
- Co-workers registry
- Workplaces registry (workplace master data list)

Wall placement

Internal design planning

- Workplace equipment assignment
- Drafting
  - > Furnishings
  - > Data networking
  - > Leisure areas
  - > Optimal location for: filing, canteen, photocopy/fax/etc. rooms and cloak rooms
- Cost assessment
- Ordering guidelines
- Installations guidance
- Auditing
- Detailed scheduling

As-Is Status / Target Area analysis

Communication analysis

- Assignment acceptance
- Repair of deficiencies
- Completion formalities

- Technical auditing of accounts
- Project documentation