

## PROJECT MANAGEMENT:

### King: Client

The ultimate decision-maker who defines the vision and objectives of the project.



### Queen: Project Manager

The central figure in project execution, overseeing all aspects of the project, managing relationships, timelines, and ensuring client expectations are met.

### Rooks: Main Contractors

Supervises the overall construction process and coordinates with subcontractors.



### Knights: Subcontractors

i) Plumbers ii) Bricklayers iii) Electricians  
iv) Joinery / Kitchen Cupboard Specialists v) And / Or Other

Responsible for specialized work within their respective trades.

### Bishops: Specialist Consultants

- Architect
- Engineers
- Interior Designer
- Building Inspector
- And / Or Other

Ensure that the building complies with regulations and design specifications.



### Pawns:

- 2nd and 3rd Rate Contractors: Assist in various minor tasks and support roles as needed.
- Cleaners: Responsible for cleaning and tidying the site during and after project completion.
- Appliance and Furniture Suppliers: Source and deliver necessary items for the project's completion.
- Any Additional Contractors: Any other contracts that may be brought in directly by the client or project manager.

## STRATEGIC ROLE OF PROJECT MANAGEMENT - PHASE 2:

### THE ESSENTIAL SERVICES OF PROJECT MANAGER

#### A CRUCIAL FUNCTION OFTEN OVERLOOKED IN OUR INDUSTRY

The value of effective project management in interior design is frequently recognised only during times of crisis or miscommunication. The outlined roles below illustrate how comprehensive oversight transforms chaos into harmony.

From the thoughtful design of each element within a space to seamless oversight of the construction process, effective project management involves not only the accountability of contractors but also adherence to a unified directive and payment schedule.

This ensures that all parties are aligned and that communication remains clear and cohesive throughout the project's lifecycle.

#### Disclaimer | Without Prejudice

These illustrations and visuals presented in this document serve as tools to demonstrate our business structure and are not meant to diminish the contributions of contractors, the chess community, or any other illustrative entities we have created to represent our services. We approach this with the utmost respect.

As Interior Architects, Project Managers, and Interior Decorators operating within a multi-faceted business framework, we aim to facilitate smooth operations. However, we do not assume responsibility for actions taken by second or third parties on-site, nor for any indemnity insurance, which should be provided by the main contractor. Compliance with relevant building regulations and indemnity coverage, as mandated by health and safety regulations in the construction industry, is essential. We appreciate the crucial roles played by all parties involved.

## COMMUNICATION HIERARCHY:

### Client

The primary recipient of project updates and decisions.

#### 1. Project Manager:

- Communicates with clients regarding project status, changes, quotes and all related items and issues.

##### 1.1. Main Contractors:

- Direct communication channel for project execution details.

###### 1.1.1. Engineers & Inspectors:

- Ensure compliance and address any technical issues directly to contractor

###### 1.1.2. Subcontractors:

- Addresses specific issues or tasks directly related to their work.

###### 1.1.3. 2nd and 3rd Rate Contractors:

- Report to main contractors about specific minor project tasks.

#### 2. Communication Flow

- If problems arise, the issue should be communicated back up the chain to Project Manager (1):
- From Subcontractor (1.1.2) to Main Contractor (1.1), then Project Manager (1).
- If unresolved at any stage, the Project Manager escalates the matter to the Client.

#### 3. Final Completion

- Final Walk-Through & Handover
- The Project Manager typically leads the final inspection and completion process, ensuring everything meets the client's standards before handing over the project.

## ADDITIONAL RESPONSIBILITIES OF THE PROJECT MANAGER:

### Budget Management:

Overseeing and maintaining the project budget, tracking expenses, and ensuring expenditures align with the financial plan.

### Timeline Coordination:

Establishing and managing the project timeline, ensuring that key milestones are met.

### Quality Control:

Ensuring all work meets the required standards and addressing quality issues proactively.

### Documentation & Reporting:

Keeping records of contracts, communications, and project progress, and providing regular updates to the client.

### Conclusion:

*The role of a Project Manager on a building site is multifaceted and crucial for the smooth functioning of the project. By maintaining clear communication and a structured hierarchy, the project manager can effectively navigate challenges and ensure client satisfaction throughout the process.*

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