



Understanding Our Professional Project Management Process



Cicero's Development Corp.

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CICERO'S DEVELOPMENT CORPORATION INVITES YOU TO PARTICIPATE IN THEIR PROFESSIONAL PROJECT MANAGEMENT PROCESS (PPMP)

A professional practice is one in which services are rendered within the framework of recognized professional ethics and standards

What is Cicero's PPMP?

Cicero's professional project management process is the application of knowledge, skills, tools and techniques to achieve specific goals that typically result in not only meeting project requirements, but that bring about added value.

The summary of the project phases are:

- Initiation
- Planning
- Executing
- Monitoring and Controlling
- Closing

Cicero's PPMP acts as an extension of the Owner's staff. It works in conjunction with the Design Professionals and the Owner's Project and Operational Staff while monitoring the Contract Documents for Value, Constructability, Schedule and Cost. The PPMP incorporates all of the documentation and submits it for the Owner's approval as an integrated documentation and reporting set of forms.

The PPMP will coordinate reviews to verify that Brand Standard criteria are translated in bid documents for the project, and that the construction work meets the quality and standards set forth by the contract documents. To achieve the greatest results, the PPMP should begin as early as possible; it is highly recommended in the Planning Phase.

Cicero's PPMP reviews the design phase efforts with the Owner and other project team members to verify that brand standard, operational and functional requirements are incorporated into the design documents. Cicero's Project Manager will advise and make recommendations to the Owner and Design Consultants on construction related issues that should be incorporated into the design documents to verify that construction elements are clearly defined and adequate construction management is possible during the construction phase.

CICERO'S PROJECT REVIEW:

◆ **Brand Standards**

▲ Ensure that the latest Brand Standards are being utilized for the creation of the Scope Document

- ☐ Ensure the Standards are incorporated into the Contract Documents being created

◆ **Responsibility Matrix**

▲ Utilize the Owner's Responsibility Matrix or

▲ Create a Responsibility Matrix specific to the Project

- ☐ Update the Matrix during the Planning and Design Phases
- ☐ Ensure that the Matrix is reflected in the Contract Documents being created

◆ **Value Analysis**

▲ Review of the construction documents to suggest alternatives that may reduce cost and improve construction schedule while maintaining quality and approved standards

◆ **Preliminary Cost Development with Options**

▲ Prepare preliminary cost estimate with alternatives derived from above for submission to Ownership for review

◆ **Preliminary Schedule with Options**

▲ Prepare preliminary schedule with alternatives derived from above to minimize displacement for submission to Ownership for review

◆ **Constructability Review**

▲ Review the construction documents to ensure their completeness for the mitigation of Requests for Information (RFI's), Change Order Requests (COR's) and Change Orders (CO's)

◆ **Risk Analysis**

▲ Initial risk analysis

▲ Ongoing risk analysis

- ☐ Develop Contingency and Work Around Plans as needed

◆ **Comprehensive Logistics Planning**

▲ Create a complete plan for delivery and storage of:

- ☐ Construction Materials
- ☐ FF&E's and OS&E's

▲ Site delivery, property egress and ingress

▲ Confirmation of quantity and quality of all purchased goods

- ☐ Freight Claims Processing If Required

▲ Trash – Debris Removal

- ☐ Site Dumpster Location(s)
- ☐ Implementation of \$ensible Green®

◆ **Sub-Contractor Review/Analysis**

- ▲ Determine which sub-contractors have the qualified/certified staff to perform the work
- ▲ Determine which sub-contractors have adequate staffing levels to comply with the project schedule
- ▲ Determine which sub-contractors have performed previous quality work and those who have not
- ▲ Ensure they understand and will perform their work in full compliance with Contract Documents to include Manufacturer's Installation Instructions

◆ **Final Budget**

- ▲ Incorporate all of the approved alternatives to generate a final cost proposal for submission to Ownership

◆ **Final Schedule**

- ▲ Incorporate all of the approved alternatives to generate a final schedule for submission to Ownership
- ▲ Incorporate all findings from hotel sales department to create workarounds for sellouts and events
 - ☐ Review agreements related to events for specific language related to construction/renovation

◆ **Contract Negotiation**

◆ **Perform Construction**

- ▲ Ensure adherence to plan and construction standards
- ▲ Track and update construction schedule
- ▲ Track material and FF&E delivery schedule
- ▲ Conduct weekly Owner & Sub meetings
- ▲ Generate Punchlists & track correction
- ▲ Review and approve financial documents

◆ **Closeout - Submit to Ownership**

- ▲ Warranties
- ▲ User Manuals
- ▲ Attic Stock
- ▲ Other Project Documentation
- ▲ Sub-Contractor Contact Information

CONCLUSION

Implementing Cicero's Professional Project Management Process (PPMP) will improve overall project delivery, reduce risks that impact budget and schedule, provide ongoing project review and status updates, and minimize disruptions to your staff and guests.



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