



Logistics



Cost Control



Planning and Programmes



Risk Management



Quality Control



Collaborative Working,  
BIM Level 2

**bix-Site**



**ADVANCED  
SITE MANAGEMENT**

# SKILLS AND TOOLS FOR SUCCESSFUL SITES

CPD Approved by





## Background

The UK construction industry could be missing the essential management skills to help it overcome the effects of recession, according to the Management and Supervisory Skills (M&SS) Report, 32% stated that their management team's ability to identify the training needs of staff was an area that needed improvement.



We know that the difficulties caused by the downturn in the economy and uncertain outlook are putting additional strain on organisations.

Industry progress in Building Information Modeling (BIM), the drive for Zero Carbon and the ongoing necessity to deliver 'more for less' means construction management needs to be highly skilled in collaborative working with clients, designers and the supply chain.

The extremely competitive nature of the market is resulting in tenders being won with very little margin and to extremely tight deadlines. The ability to successfully manage and supervise these projects is therefore critical to whether organisations deliver profitably, on-time and to the required quality.

Many organisations have historically promoted internal staff to positions of management and supervision. This approach has the benefit of removing the uncertainties associated with hiring new people however many of these managers and supervisors have trades backgrounds, often progressing through the ranks with little training to help them work successfully in their new roles. Whilst this approach may have been sustainable in times of good margins, these managers need to have greater levels of understanding and ability to deliver projects successfully in today's highly competitive and technical market.

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## Aims of the Course

The skills, tools and abilities needed to operate as a site manager have evolved, this is truer as buildings and the delivery routes become more technical. This course provides the training and essential supporting 'ASM Toolbox' to help managers collaboratively manage their sites to consistently deliver quality projects, on time and to budget.



## Who Should Attend?

The course is aimed at all those who influence site management and site production and is suitable for Site Managers, Project Managers, Contract Managers, Quantity Surveyors and all those who wish to develop their site management skills to an advanced level.



The course can be tailored to suit a specific project and run on site with project teams and benefits from having commercial teams included.

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## Course Delivery

The course is based upon a construction scenario modeled on real examples. The participants will develop their skills during a series of 5, 1-day workshops that will progress the site from pre-construction to handover and introduce essential project management tools that have been proven to improve quality, cost control and programme delivery. Each training workshop is complemented by a full set of supporting spreadsheets and documents provided free of charge to the participants for use on their projects. These tools have been successfully used by organisations across the UK and have been specifically produced to meet the needs of real managers on actual projects.



## How much does it cost?

The cost of the course is dependant on number of people attending, venue costs, location and availability. If you are interested in also sending a number of people on the ASM course or are considering running it in-house, please call us on 0845 8673788 or 01292621252 to discuss options and current course cost.



# Course Details

<b>Workshop 1</b>	<b>Pre Construction Planning - BIM &amp; Construction Sequencing, Site Set-Up, Logistics and Presenting Business Case.</b>
<p>Candidates are asked to consider the role of the modern Site Manager against the backdrop of market, business and technical challenges faced by the Industry.</p> <p>The workshop will also consider the initial set-up of a project, the regulatory requirements and how early logistical considerations can have a major impact on subsequent delivery.</p> <p>The candidates are presented with an overview of BIM Level 2 (as defined by PAS 1192) and challenged to consider how collaborative techniques can be employed effectively to deliver a project at BIM Level 2</p> <p>Site logistics and cost control tools and techniques are introduced and exercises are carried out using data to explore business case options to determine optimum preliminary / resource expenditure.</p>	
Essential Tools Covered	<ul style="list-style-type: none"> <li>• Site / Project Manager’s activity checklist</li> <li>• Site layout and logistics plans</li> <li>• The importance of zoning and a common site language</li> <li>• Preliminary cost forecasting and control</li> <li>• Business cases</li> <li>• BIM &amp; Lean</li> </ul>
<b>Workshop 2</b>	<b>Visual Management, Workplace Organisation &amp; Design Planning and Control</b>
<p>The organisation of a workplace has a well-known and profound impact on Health &amp; Safety. It is less well understood that there is also a significant impact on quality, cost and time and the workshop will demonstrate these linkages. It will also provide a structured approach to achieving good workplace organisation through 5C. The use of visual management will also be explored and how this can be applied at a practical level both in the Workplace and to common Project Management Tools to improve productivity and quality of output.</p> <p>The management of detailed design delivery is critical to ensuring programme activities start as planned. The workshop will introduce a range of tools and techniques to help identify, manage and track the delivery of design information.</p> <p>A particular focus is given to change control and risk management under NEC3 as this is seen as a particular area where the site / project management role is critical yet not widely understood.</p> <p>Aligning the value stream, construction targets and KPIs with Customer expectations and delighters are explored so candidates can improve management of customer expectations.</p>	
Essential Tools Covered	<ul style="list-style-type: none"> <li>• 5C and workplace organisation</li> <li>• Information required schedules / Procurement schedules</li> <li>• RFI trackers</li> <li>• Early warning notice &amp; compensation events</li> </ul>
<b>Workshop 3 &amp; 4</b>	<b>Four Stages of Planning, Risk Management and Reporting</b>
<p>Planning and controlling the construction activities on a site is a key activity for any site/project manager. The workshop introduces the 2 layers of planning and control to effectively run a site from master planning through to daily stand-ups. The participants will each take the role of site manager or sub-contractor to explore how their different drivers affect their ability to commit and deliver against a programme.</p> <p>Managing multiple sub-contractors to tight deadlines requires significant management skills. This workshop outlines the principles of how different batch sizes impact on programme delivery and the level of management required. It also identifies how different sized batches are required at different stages of the project. In addition the attendees conduct a weekly planning meeting and a daily stand up meeting to give candidates experience of these key project collaborative planning tools. The ability to conduct sub-contract meetings is a key requirement for any manager in control of a site but is an area where little formal training has usually been provided.</p> <p>This module focuses on identification, evaluating and reduction of project risk. Participants will learn to understand the value of good risk management and how the proper use of risk tools significantly improve project delivery. Methods of analysing and prioritising risks are explored.</p> <p>The participants will also gain a clear understanding of how to report in terms of risk to the Client and Senior Management to manage expectations and facilitate shared decision-making.</p>	
Essential Tools Covered	<ul style="list-style-type: none"> <li>• Collaborative masterplanning</li> <li>• Constraints/ready to build</li> <li>• Alternatives to gantt charts</li> <li>• Daily stand-up meeting</li> <li>• Tracking batched programmes</li> <li>• Line of balance programme</li> <li>• Weekly planning</li> <li>• FMEA / Project risk management tool</li> <li>• Using current risk status in project status reporting</li> </ul>
<b>Workshop 5</b>	<b>Quality, inspections and handover</b>
<p>The ability to handover a project on-time is of paramount importance to the credibility and reputation of any construction organisation. The snagging, testing and commissioning stages of a project are often areas where time is lost and weeks are added to programmes. Designing for this stage of a project early on can ensure that snags are minimised and, importantly, the sub-contractors on site are rectifying the defects as the site progresses. The use of tracking tools will be demonstrated to manage the delivery of large numbers of supporting documentation. Finally, a number of templates will be explored to ensure that lessons are learnt from one site to the next and captured in a way that is quick and easy to produce.</p> <p>The course will close with the participants each presenting a 10-minute teaching element on what they have learnt.</p>	
Essential Tools Covered	<ul style="list-style-type: none"> <li>• Testing and commissioning tracking spreadsheet</li> <li>• Inspections checklists</li> <li>• Standardised work approach</li> <li>• Lessons learnt templates</li> <li>• Countdown documents</li> <li>• Cost of poor quality</li> <li>• Focus on right first time</li> </ul>

## 2012 UK Construction Industry KPI's - Industry Performance Report

'Projects, as a whole, came in on time or better 34% of the time, the worst performance for 12 years'

'Looking ahead although the industry is expected to gradually emerge from recession, trading conditions will remain tough. Public and private sector clients alike will continue to demand that firms demonstrate their ability to deliver projects to time and budget'

### Course Feedback

'As a whole the collaborative planning process can be used from a projects conception and through the build process..... makes me a more effective manager. This also relates to BIM Level 2 which is all about collaboration'

6/6

'All good' 'I liked the Weekly Activity Achieved KPI, Daily Stand Up briefing, Ready to Build and Risk Register'

6/6

'The use of batching, visual management and collaborative planning. Will use all of above to improve productivity'

6/6

'The whole course was enjoyable and relevant'

6/6

'A very positive experience. Added a lot of knowledge about modern management construction techniques and the value they bring. Definitely worth the investment in staff within the company...'

6/6

## Find out more

To find out more, book on an open course, or discuss running the training in house please call us on 0845 867 3788 or email [info@sixconsulting.co.uk](mailto:info@sixconsulting.co.uk)

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