



Project Management Routes & Steps to Success

Calum Taylor

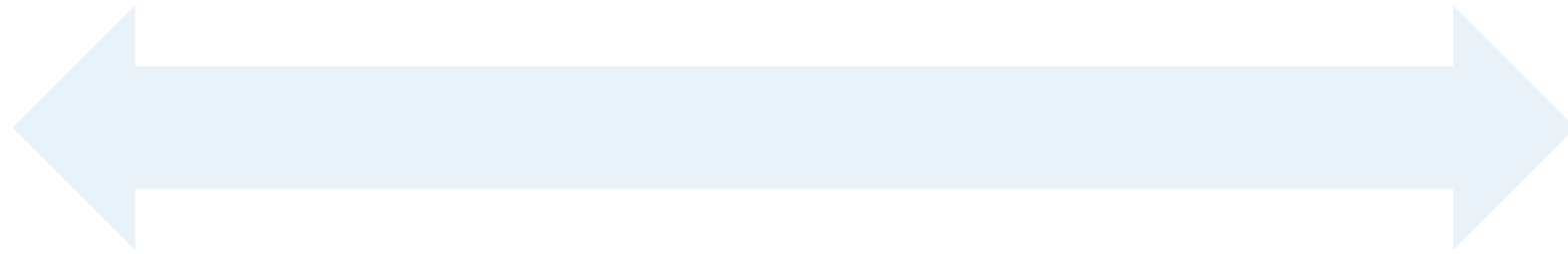
FIRST DECIDE ON A **BUILD ROUTE**



How involved do you want to be?

Build Route Options

Turnkey

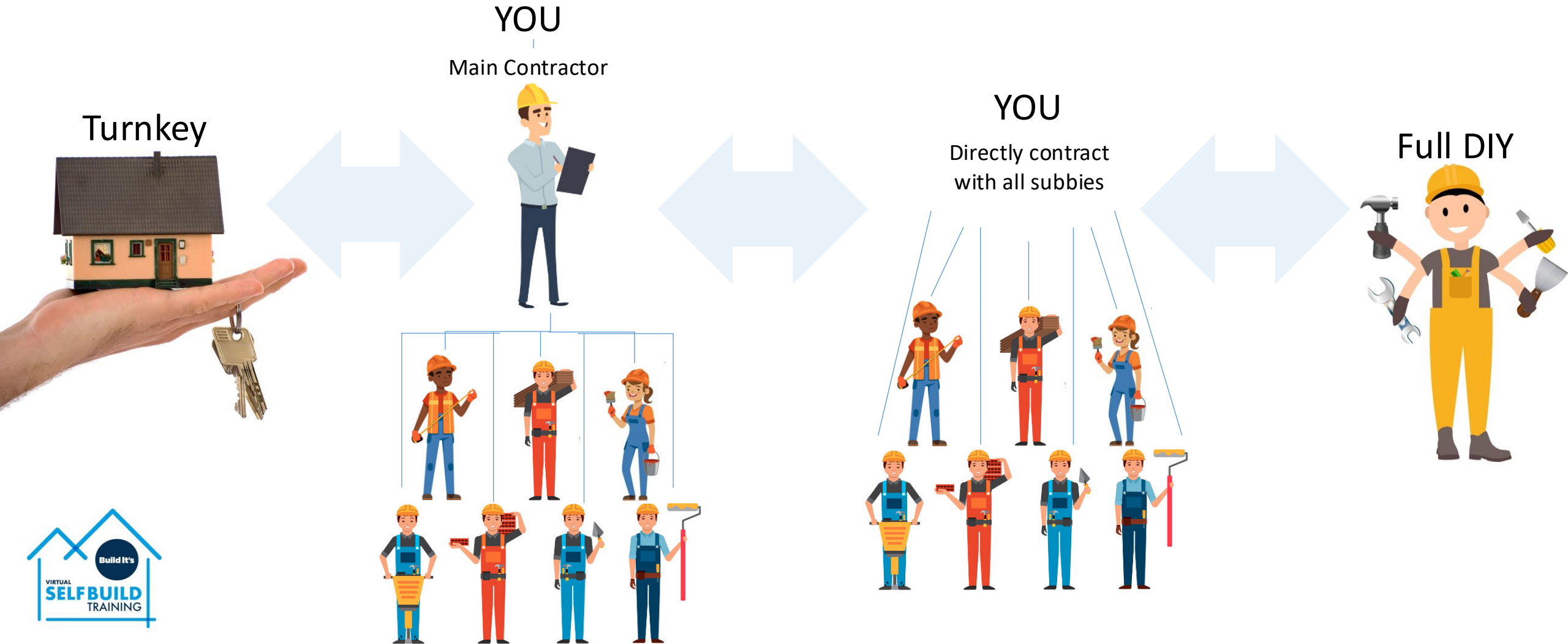


Full DIY

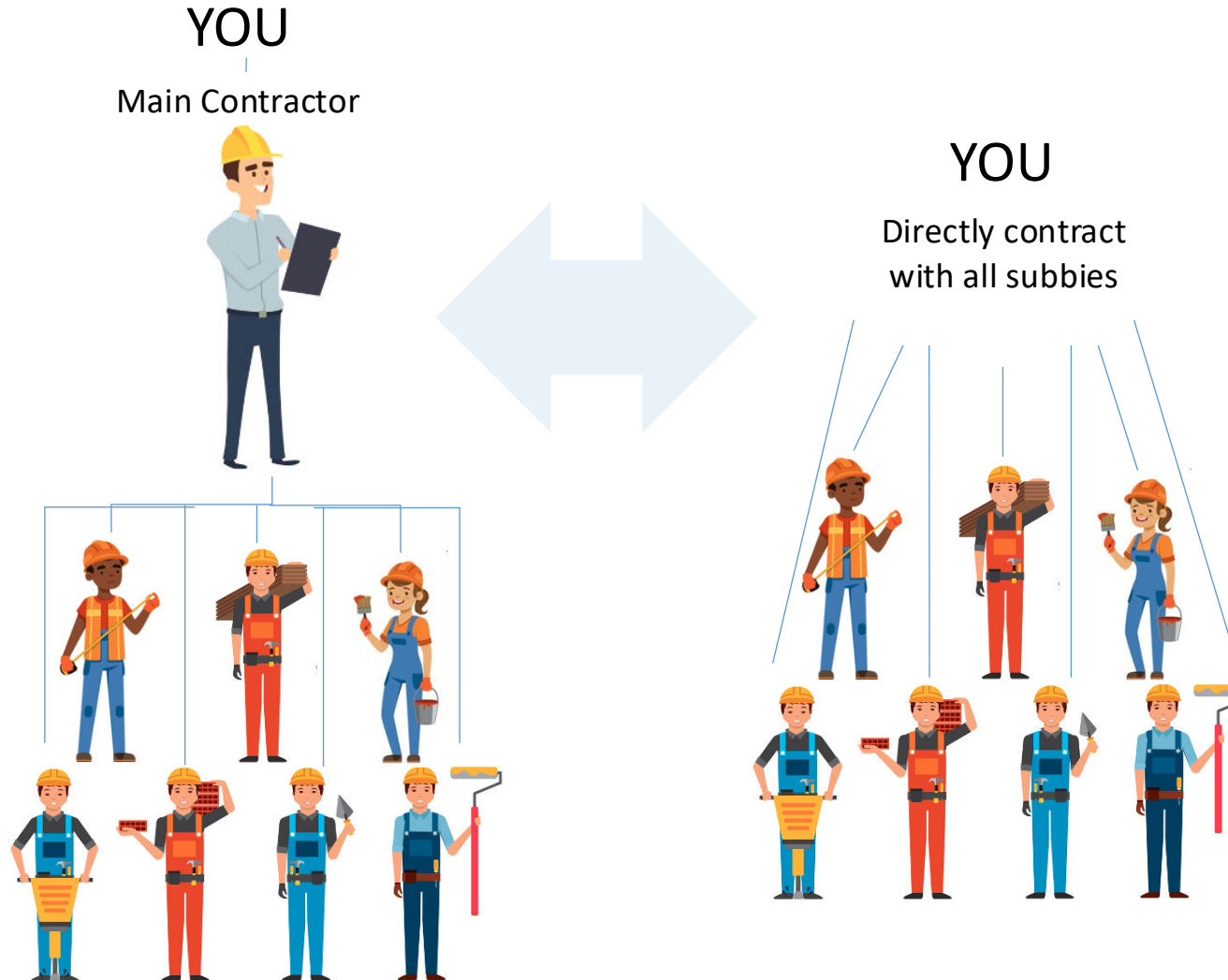


Spectrum with many variants in between

Route Options



Route Options



Build Phases

Consider
project
managing just
latter stages



Groundworks



Superstructure



Roof



Windows/doors

Watertight



First Fix



Second Fix



Fit out



Decoration

What does project manager do

Key tasks for you as a project manager:

1. Being the Team Leader

- Making lots of decisions – quickly
- Getting trades to work as a team
- Spotting the gaps between trades
- Being a clairvoyant, counsellor and coach

- Keeping the site clean
- Making tea and coffee



What does project manager do

Key tasks for you as a project manager:

1. Being the Team Leader
2. Managing information
3. Scheduling
4. Budgeting & cash flow

short break

5. Ensuring Quality
6. Health & Safety
7. Contracting



Activity

Suitability to be project manager

DO YOU HAVE:	POINTS
15 hours+ per week available	25
Project management experience (anything)	20
Strong multi-tasking skills	2
Analytical brain	2
Ability to be organised	5
Strong ability to make decisions	4
Charm & persuasive	4
Team leadership skills	5
Ability to thrive under stress	3
Self build experience	6
Construction experience	5
Financial skills	2
Excel skills	2
A clear sense of what you want	5
Experience working full time while bringing up kids and running a house & pets	10
Add up your score / 100	<input type="text"/>



Managing Information

Fortune favours the prepared so:

- Read
- Ask
- Make Notes
- File it



Managing Information

What types of information?

- Plans (planning, building control & specialist)
- Structural & thermal calculations
- Project programme (Gannt)
- Contact information
- Warranty / lender inspections
- Health & Safety
- To-do lists
- Contracts
- Quotes
- Budget & Cash flow
- Site meetings
- Confirmation of variations
- Photos & as-built records



Managing Information

Where does it typically go wrong?

- Outdated plans
- Postponing decisions on specification
- Getting quotes on incomplete information
- Lack of contracts
- Over communicating
- Under communicating

Building Safety Act 2022

- Golden Thread principle doesn't officially apply but it makes managing information even more important



Scheduling

“If you don’t know where you are going you’ll end up someplace else” Yogi Berra

The quickest way for your dream home to become an expensive stressful nightmare is to fail to plan.

- Critical path thinking to identify dependencies
- Avoiding rushing avoids delays
- Make decisions early and don’t change your mind
- Choose the right planning tool for you
- Plan for delays
- Share the schedule, update it, then share it again



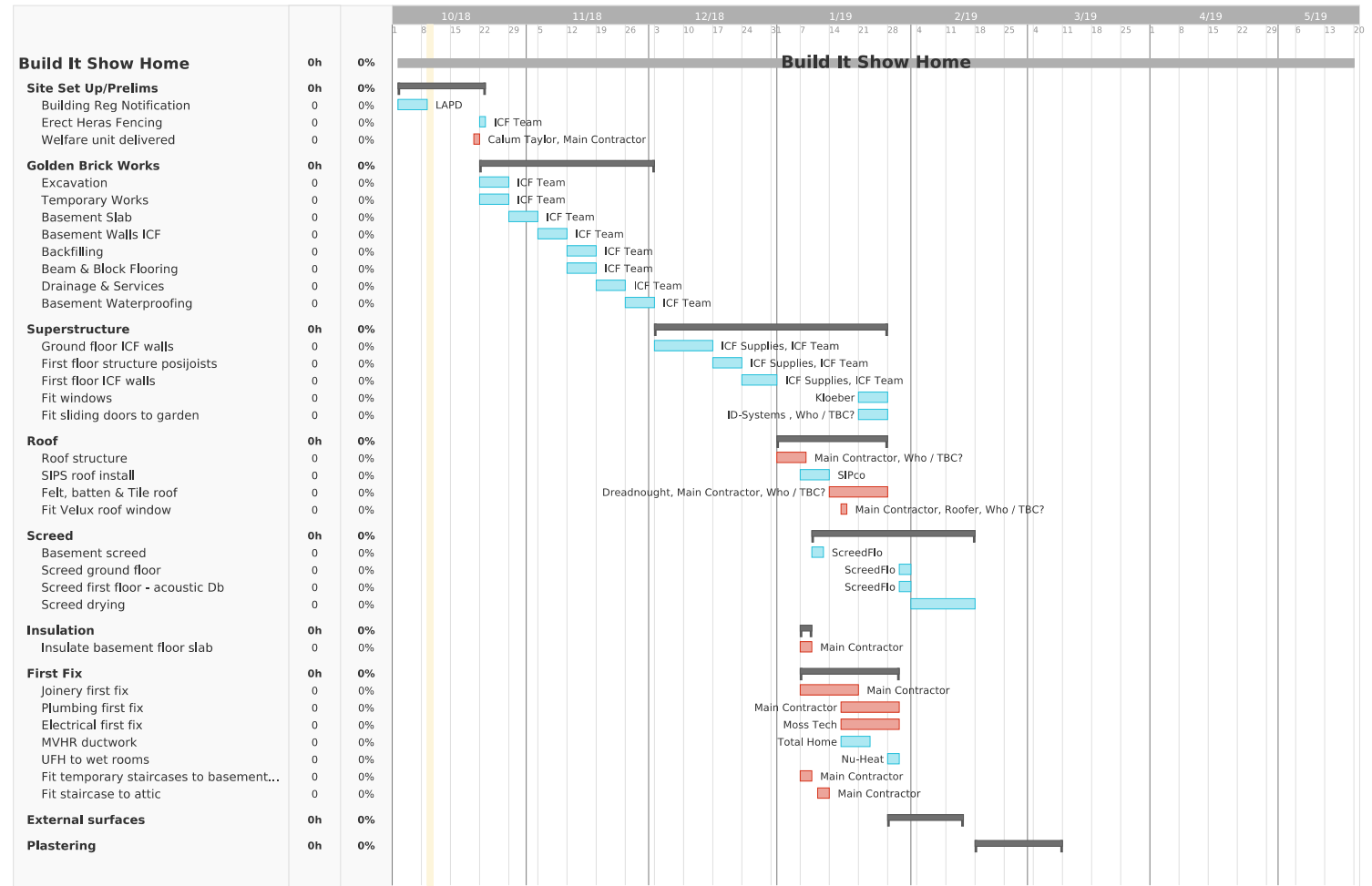
Scheduling

TeamGantt.com

Gantt chart is key to scheduling

Printed: 9 Oct, 2018

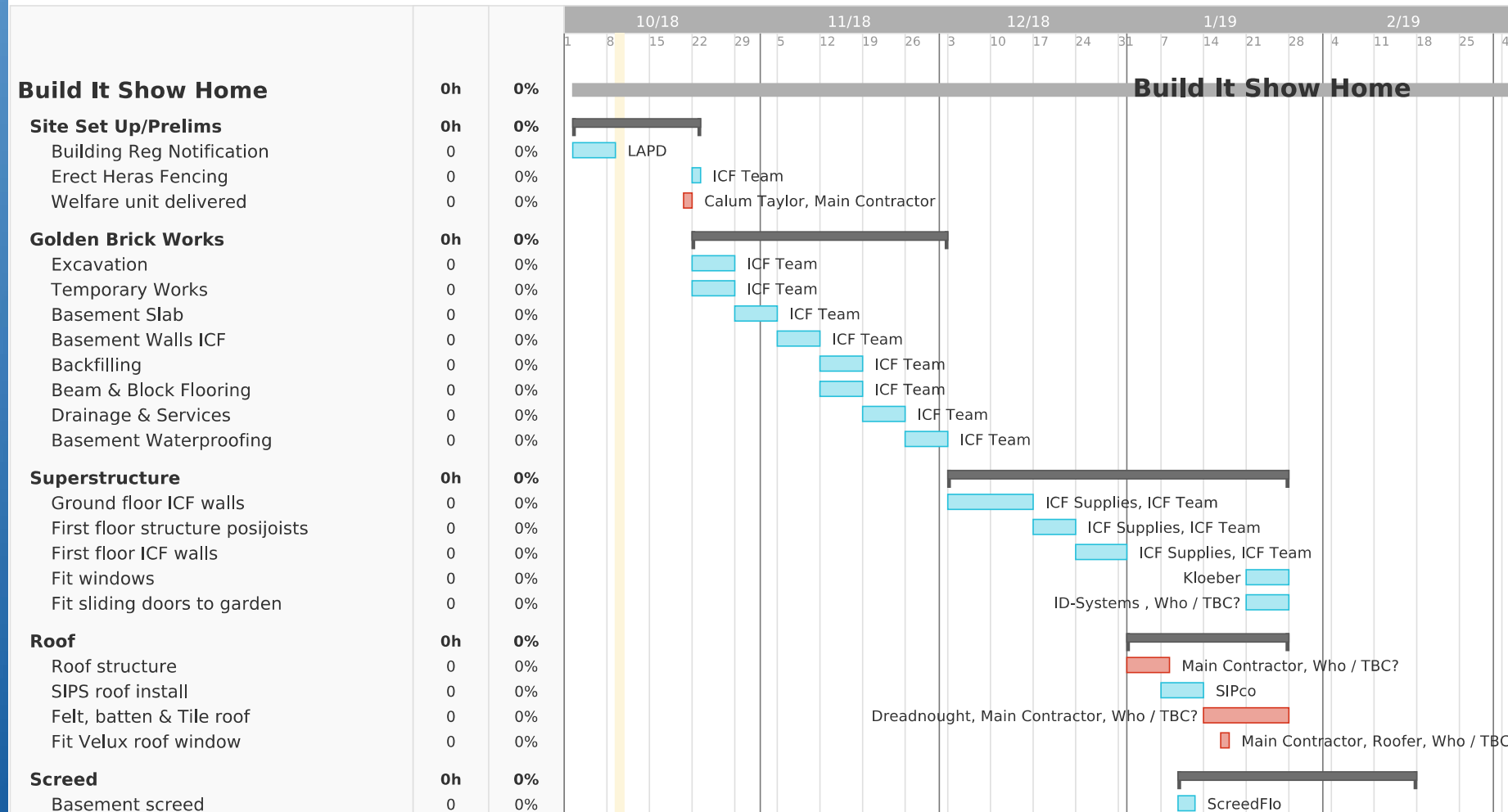
teamgantt
Created with Free Edition



Scheduling

TeamGantt.com

Construction Phase Tasks



Scheduling

Need 2 Key Plans

- **Pre-construction**
 - Information gathering & decision making
- **Construction**
 - Implementing above and flexing the plan

Involve your suppliers and subbies ... they need to buy-in to your plan



Money Money Money

Budgeting & Cash Flow are Essential

Grand Designs chooses people with ideas bigger than their pockets for a reason!

Beware of back-of-envelope cost forecasts!

Many people lie about what it cost them to build!

Methodical Approach is needed:

Online cost calculators



Professional Estimate



(Plan take-off service or Quantity Surveyor)

Get Quotes



Money Money Money

www.self-build.co.uk/build-cost-calculator



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Self Build Cost Calculator

Estimate your project costs instantly with Build It's interactive self build cost calculator. Find out how much it will cost to build your house, including total building costs and a price per square metre


Home > Self Build Cost Calculator

What type of self build project would you like to get an estimate for?



Bungalow Cost Calculator

Price up a single-storey or 1.5-storey self build home project



House Cost Calculator

Calculate the cost of a two-storey home building project

N.B. The main exclusions are costs for finance, professional fees, planning and Building Regulations, insurances and connections to services.

All prices exclude VAT as self build is zero rated

Money Money Money

www.self-build.co.uk/build-it-estimating-service/

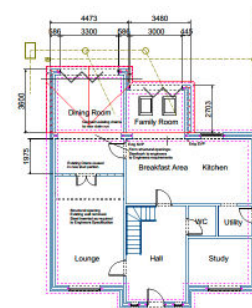


You supply floorplans & elevations and receive:

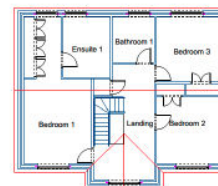
- Fully detailed 'self builder friendly' estimate report
- Live material costs from leading builder's merchants
- Estimated labour costs
- Full cost breakdown to assist with finance applications

Completed by professional estimators using HBXL Software

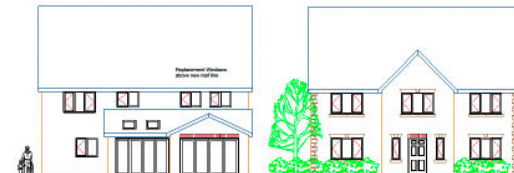
Benchmark report £219. Full report from £529.



Proposed Ground Floor Layout



Proposed First Floor Layout



Proposed Rear Elevation

Proposed Front Elevation

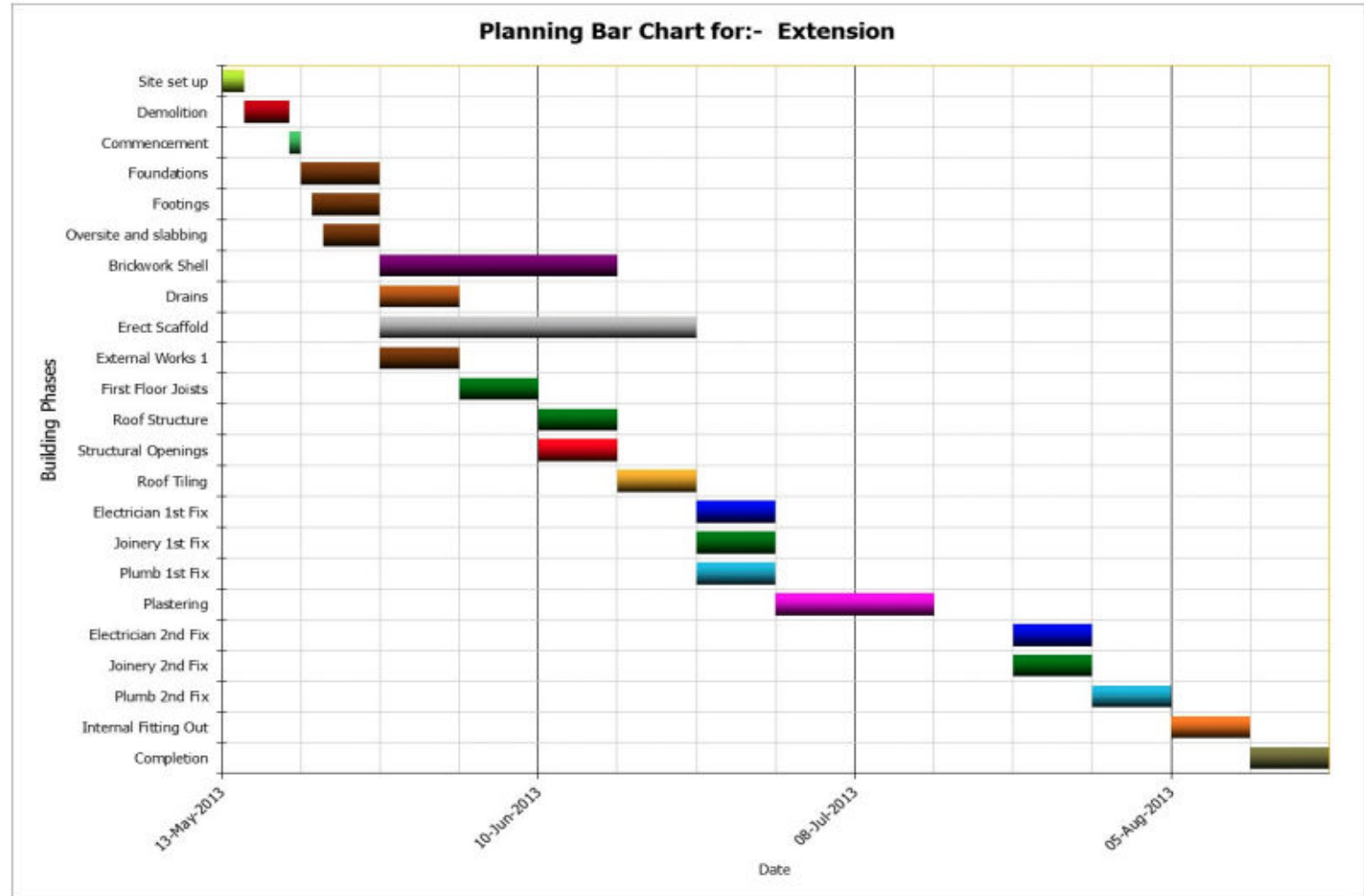


Money Money Money

Inside an Estimate Report

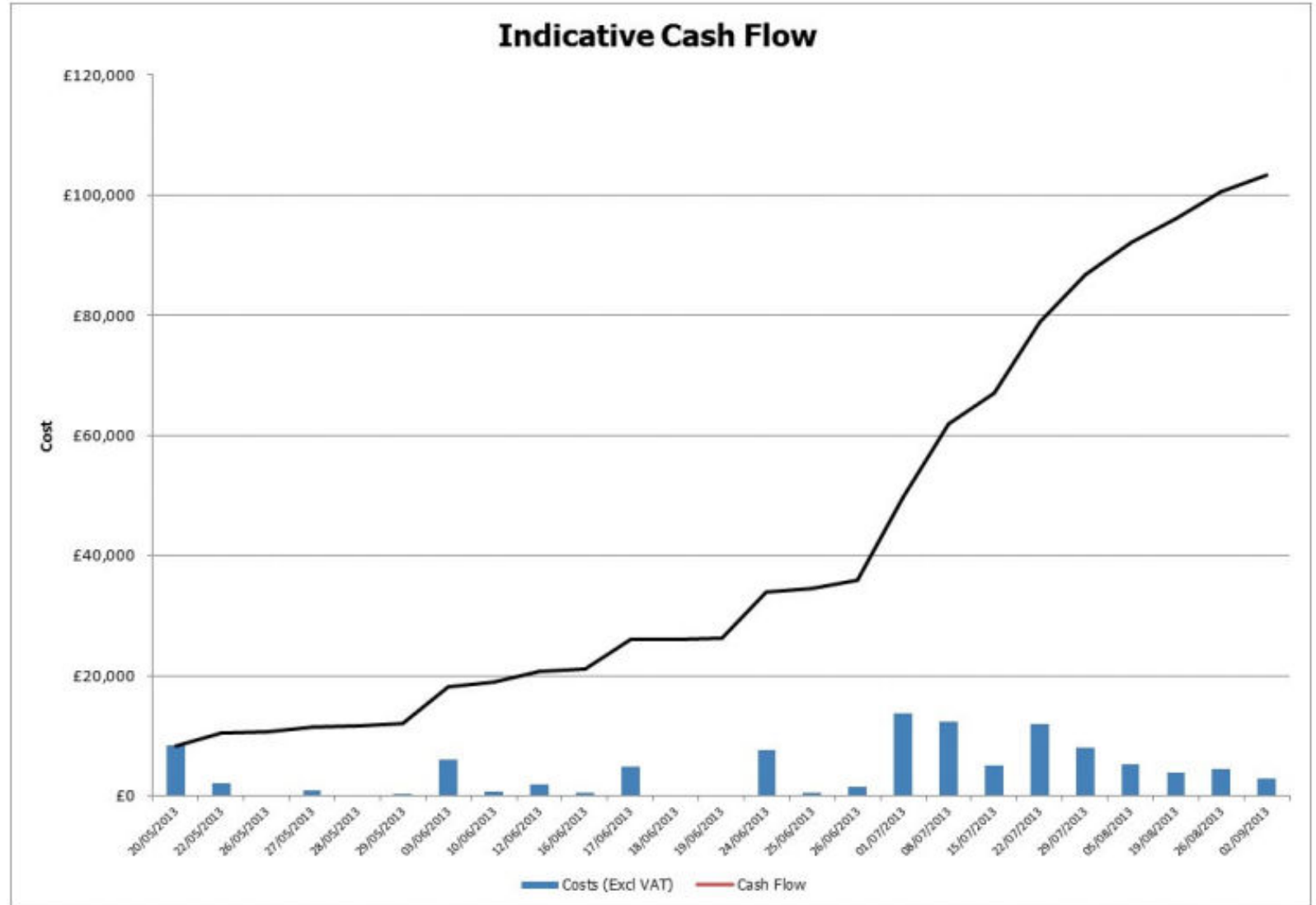


Example of schedule from full report



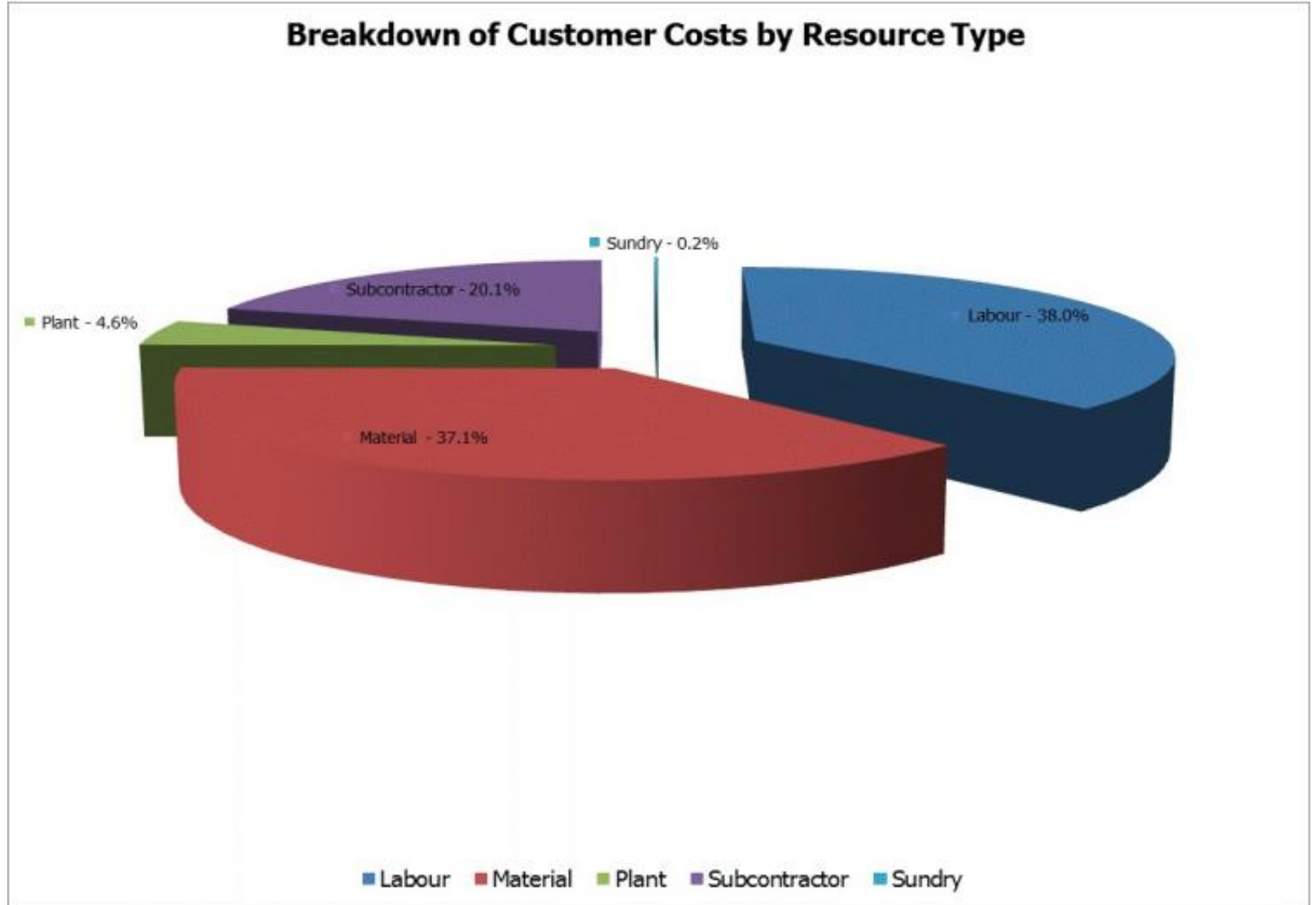
Money Money Money

Inside an Estimate Report



Money Money Money

Inside an Estimate Report



Money Money Money

Other sources of costing information

BCIS® Independent cost information for the built environment

If you can't find an answer in our FAQs please contact us at contactbcis@bcis.co.uk

Home | About Buildings Insurance | Checking Sum Insured | Measuring Your Home | Using the Calculator | **Calculator**

ABI / BCIS Residential Rebuilding Costs

Checking your sum insured.

[Go to calculator](#)

Benefits of the residential rebuilding cost calculator

- Use it to check that your buildings insurance amount still covers the rebuild cost.
- Get a rough idea of your home's rebuild cost so you don't end up paying any shortfall.
- You only need to insure your home for its rebuild cost.
- SIMPLE and FREE to use.
- Enter your property information and hit calculate.

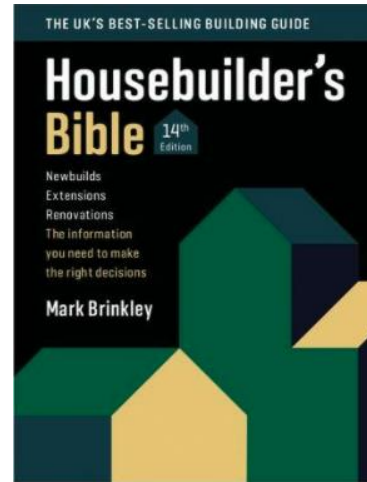
[Click here to check the rebuilding cost of your home](#)

BCIS Rebuilding Cost Guidance

The Building Cost Information Service (BCIS) of the Royal Institution of Chartered Surveyors (RICS) produces a range of detailed guidance on the cost of rebuilding houses and flats. The Association of British Insurers (ABI) has commissioned BCIS to provide general guidance to help you check the adequacy of your sum insured.

This site provides general guidance on the rebuilding cost of houses and some types of flats to the general public. If you require the rebuilding cost for commercial purposes, either as a surveyor, part of the insurance industry or to manage a group of properties then you should be using one of the BCIS subscription services. You can find details of services for the insurance industry at <http://www.bcis.co.uk/rebuildcosts> and services for the surveying profession at <http://www.bcis.co.uk/rebuilding>.

You need to register before using this calculator. As a part of the registration process you must accept the terms and conditions of use. Once registered, you will be able to use the calculator four times in any 12 month period. Please refer to the notes on this site, which provide important information on your rebuilding cost.



SINGLE STOREY	BUILD ROUTE A				BUILD ROUTE B				BUILD ROUTE C				BUILD ROUTE D			
	General	Good	Excellent	Superior	General	Good	Excellent	Superior	General	Good	Excellent	Superior	General	Good	Excellent	Superior
Single Storey	1200	1500	1800	2100	1300	1600	1900	2200	1400	1700	2000	2300	1500	1800	2100	2400
Two Storey	1800	2200	2600	3000	1900	2300	2700	3100	2000	2400	2800	3200	2100	2500	2900	3300

Bottom line:
Real quotes are best



Money Money Money

Whichever route chosen you need to understand this!



Cash Flow

You must have a cash flow forecast spreadsheet showing when you receive money from a lender and when you need to pay suppliers.

Use a self-build friendly lender i.e. via Buildstore - stage payments or better still cost-based lending

Check invoices very carefully

- when due, has work been done/delivered, maths

Treat suppliers fairly and give them confidence

Understand the VAT treatment / implications

Don't change your mind!

You need 5-15% contingency

PROJECT MANAGEMENT ROUTES

And Steps To Success



Comfort break



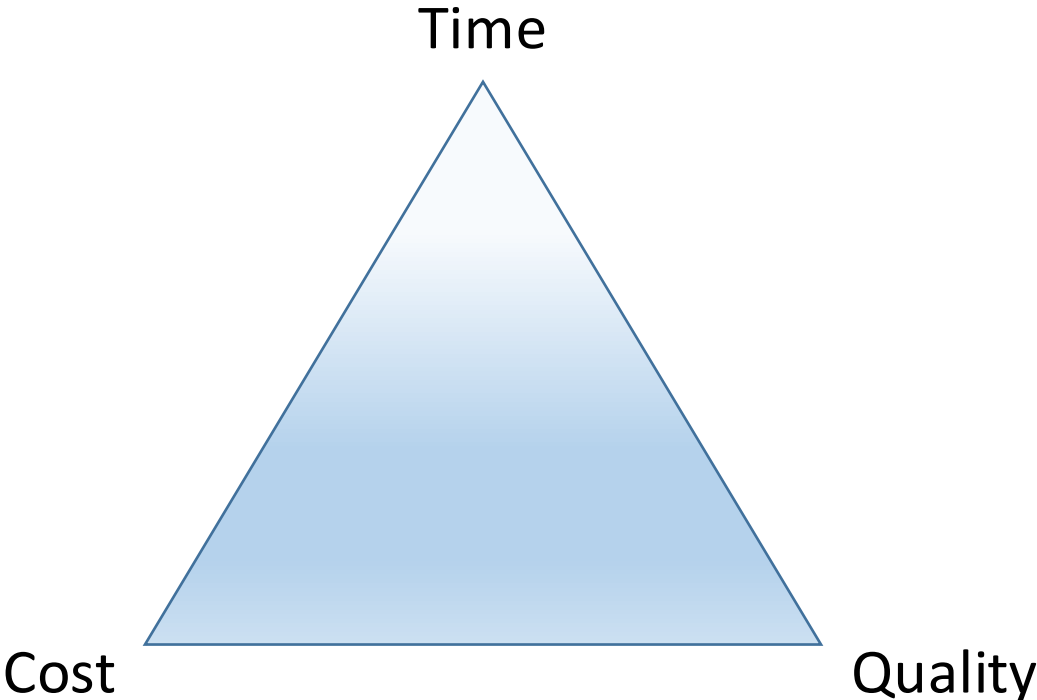
Managing Quality

Whichever route chosen you need to understand this!



Quality is subjective and slips under pressure

Classic Quality Triangle



Managing Quality

You can't have
it all!

WE OFFER 3 KINDS OF SERVICES

GOOD-CHEAP-FAST

BUT YOU CAN PICK ONLY TWO

GOOD & CHEAP WON'T BE **FAST**

FAST & GOOD WON'T BE **CHEAP**

CHEAP & FAST WON'T BE **GOOD**



Managing Quality

www.nhbc.co.uk/builders/products-and-services/techzone/nhbc-standards



Benchmark: NHBC Standards 2026

A screenshot of the NHBC Standards 2026 website menu. The NHBC logo is at the top. Below it is a list of sections: 9.1.5 Floors (highlighted in red), 9.1.6 Glazing, 9.1.7 Ceramic, concrete, terrazzo and similar tile finishes, 9.1.8 Fitted furniture, 9.1.9 Joint sealants, 9.1.10 Paint finishes, 9.1.11 Sanitary ware, 9.1.12 Other surfaces and components, 9.1.13 Pitched roof coverings, 9.1.14 Garages, and 9.1.15 External works.

A consistent approach to finishes

9.1

9.1.5 Floors

Floors shall be built to appropriate tolerances.

Floors should be:

- level within a 3mm deviation per 1m for floors up to 6m across (measured at the furthest points across the full width of the floor)
- flat within a ±5mm deviation, measured using a 2m straight edge with equal offsets.
- a maximum of 20mm out of level for floors over 6m across

Underfloor service ducts should be constructed so that the cover is level with the adjacent floor finish. The selection of floor finish should take into account that drying shrinkage of the floor may result in minor differences in level between the floor and duct cover, which may become evident with some types of thin floor coverings.

Managing Quality

Top Tips to deliver a quality home

- Work out what quality you want and communicate it
- Make regular site visits and record every stage
- Actively manage the build process
 - Follow the correct build order
 - Be ready for each trade to start
 - Focus on interface between trades
 - Be seen to inspect & check v. drawings
 - Don't be afraid to ask



Managing Quality

Don't we just need to get Building Reg sign-off?

- Not a credible route to ensuring quality
- Most self-builds are far better than most volume housebuilder's houses
- Inspectors won't always even turn up and they certainly won't spot everything
- Independent Building Inspectors can be better

Do we really need a 10-year Warranty?

- Lenders think so
- Most solicitors agree
- Self-build friendly specialists really add value to what should be considered essential purchase.



Health & Safety



Self Build & CDM Regulations 2015

(Construction, Design & Management)

If you are building your own home your only responsibility is to appoint a principal designer and a principal contractor.

Principal Designer Typically the architect – confirm in contract their responsibility for both CDM and building control compliance.

Principal Contractor If multiple contractors you need to appoint a principal contractor to take on legal duties of client.

If no main contractor and you manage all elements of build you become the principal contractor for your build.

Health & Safety

Google "CITB
CDM Wizard"



Duties as the Principal Contractor

You need to demonstrate competence to comply with regulations

- You need to manage and co-ordinate safety – NOT the same as being on-site supervising
- You will expect contractors to plan, manage and monitor their own work in compliance with CDM

Steps:

1. Create a Construction Phase Plan via CITB Wizard
2. Appoint competent contractors who will create risk assessments and method statements
3. Provide welfare facilities, first aid & emergency plans
4. Maintain a safe, secure site
5. Notify HSE of site commencement & accidents
6. Keep accurate records

Contracting

Whichever route chosen you need to understand this!

Finding builders & sub-contractors

Fortune favours the most prepared

- Preparation reduces your risk
- Bad builder ... or bad customer?

- Decide what you want
- Create a detailed spec
- Get an estimate



Contracting

Route to Contracting Success

Stage 1: Find competent professionals

Stage 2: Clear brief and written quotes

Stage 3: Have a simple contract

Stage 4: Communicate clearly and often

Stage 5: Be very aware of gaps between trades

Key is to treat people
as you'd like to be treated yourself



Contracting

www.accreditus.com

[www.fmb.org.uk/
find-a-builder.](http://www.fmb.org.uk/find-a-builder)



Recommendation should always be your first port of call:

- Neighbours / Colleagues
- Friends & family
- Builder's merchants / suppliers
- Your architect / building professional
- Live building sites



Then online:

- The Accreditus Register
- FMB – Find a Builder Service



Contracting

[www.contractstore.com/
construction/self-
builders/](http://www.contractstore.com/construction/self-builders/)

[www.jctltd.co.uk/category/
minor-works-building](http://www.jctltd.co.uk/category/minor-works-building)



Detailed brief

→ job understood

→ realistic quote

Compare quotes closely ... are they like-for-like?

Look for value not cheap

Ask what is not included

Always aim for fixed price quote (not day rate)

Issue a simple clear contract

i.e. ContractStore Self Builder Templates £49

Include a process for amendments & disputes. Plus clear payment stages & terms



Contracting

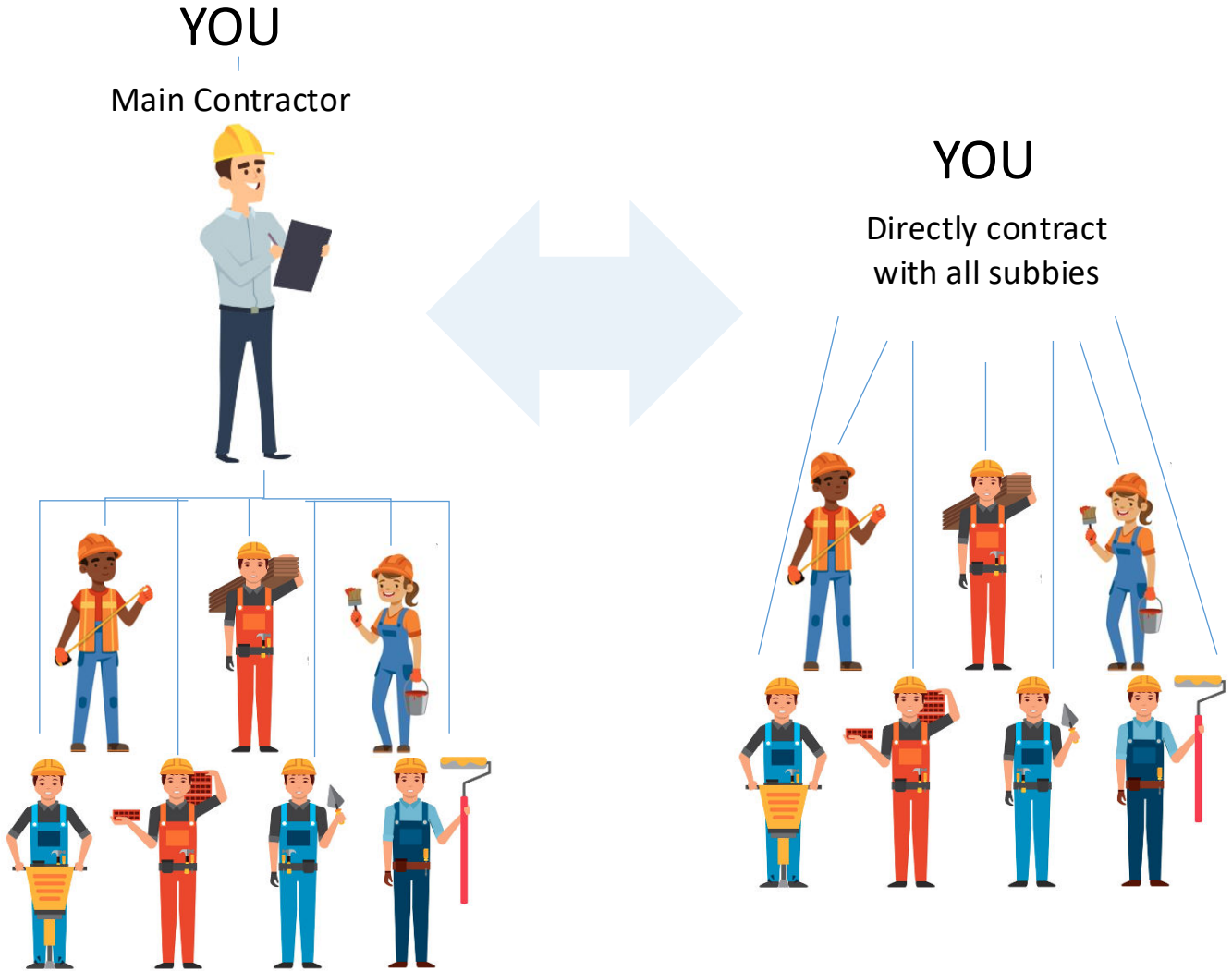
You should always aim to have a shortlist to choose from

- Always follow up recommendations
- Visit their current site
- Credit check
- Companies house
- Do they understand your project?
- When can they start?
- Who do they subcontract to?
- Do they have adequate insurance?



How involved do you want to be?

Route Options



Skills needed to run it yourself

A great project manager is:

- Organised
- Numerate
- Eye for detail
- Charismatic
- Inquisitive
- Pragmatic
- Humble
- Team Player

... plus ideally some experience of construction projects

AND MOST IMPORTANTLY HAS THE TIME

Or hire a professional project manager



Or hire in a pro

Hiring a Professional Project Manager

PROS

- Experience should save stress and possibly £
- Can act as advisor and help avoid potholes
- Your agent should be acting in your interests
- If you don't have the time

CONS

- Cost
- A poor one makes things worse
- Doubling-up if using main contractor
- Many people thrive on being actively involved in their own build



Q&A





THANK YOU
FOR JOINING US

GET TRAINED:
[**buildit.co.uk/training**](https://buildit.co.uk/training)