

# **Project Tracking**

**(For successful tenders)**

**REGISTRATION 8.15 am**

**SESSION 1 8.30 am to 10.10 am**

Administration Set-up  
What needs to be achieved  
The estimate and project tracking relationship

## **Morning Tea**

**SESSION 2 10.30 am to 12.15 pm**

Ordering and tracking construction materials  
The '*Just in time*' method  
Tracking employee timesheets. Cut the paperwork.  
Variations to the contract

## **Lunch**

**SESSION 3 1.00 pm to 2.30 pm**

Progress Certificates  
Retention  
Progress Payments. (Tax Invoice)

## **Afternoon Tea**

**SESSION 4 2.45 pm to 4.15 pm**

Project Management Reporting  
Tracking Profitability on each project  
Project cash-flows

**SESSION 5 4.15 pm to 5.30 pm**

What if the it all goes wrong. (Builder does not pay)  
Question Time

**Concludes at 5.30 pm**

Note: This one day seminar covers the practical aspects of project tracking and assessing profitability of individual projects, it does not cover contracts.