

A) SYSTEM ESTABLISHMENT – ORGANIZATION

- The Project's Organization Chart was reviewed; comments and suggestions about the structure were extended.
- All job descriptions were prepared after the Client's approval was obtained for the organization chart.
- A Responsibility Matrix was prepared to identify the coordination requirements and communication guidelines according to the organization chart; responsibilities that fall under the specified means of execution were determined.
- All forms and guidelines necessary to define the internal and external coordination requirements and communication principles were prepared and put to implementation.
- The project's meeting patterns were designed and responsibilities determined.

B) SYSTEM ESTABLISHMENT – TECHNICAL OFFICE

B.1. TIME and COST PLANNING AND FOLLOW-UP SYSTEMS

For the Planning envisioned under the system to be established:

- The software and hardware to be used were selected.
- All project forms necessary to determine the formats and levels for the project's management system, procedures and rules, data collection and reporting were defined and prepared, and content arrangements that are contractually required and defined in internal reports were made.
- The project's overall timing goals and strategies were determined.
- The project's manageable work packages and job division structure were created.
- The patterns of the relations, information flow and communication among the project team members were defined.
- Work management and progress models were structured, and duration of activities, constraints, acceptance and waiting periods were foreseen.
- Correlation among the activities, the start times, duration and prioritization of these activities were determined, thus PDM-based workflow network established.
- The critical path was determined.
- The project's resource and cost distribution structures were developed, relevant definitions were made; the coding system was associated to the BoQ.
- Unit and quantities of material and workforce resources related to the existing activities were determined to constitute the basis for time-based performance monitoring; related unit prices were evaluated.
- The determined values were transferred to the activities stated in the work schedule as planning values.
- In connection to the resources, the foreseen project duration was shortened and/or optimized as necessary.
- Project Cost Centers were specified and necessary resources were assigned.
- Principles of matching with the accounting records were determined.

For Project Follow-up:

- Actual start and end dates of the activities specified in the CPM Work Schedule were monitored; timing information was updated at defined intervals.
- Variances between the Planned and the Actual were determined.
- Adherence of the actual execution of the construction to the project's goals and the Investor's time schedule were monitored.
- The schedule was monitored, new critical paths were specified, and bottlenecks were proactively identified by means of updated results.

- Planning change decisions were applied to the schedule upon the approval of the Investor.
- Actual quantities were applied to the schedule, thus compared to the planned, any variances were specified together with their reasons.
- Records were compared to the accounting records.
- Completion ratios of activities were calculated on basis of quantitative follow-up.
- Planned/Actual achievements were prepared comparatively according to the performance indicators determined by the senior management.

B.2. TECHNICAL OFFICE ADMINISTRATIVE SYSTEM

- Progress payment calculation system was specified.
- Start-up and follow-up system of extra works and claims were structured.
- A follow-up method was designed for officially required approvals.
- Standard subcontractor contracts were prepared.
- Contract implementation methods were specified.
- Methods and responsibilities of controlling subcontractors' progress payments were determined.
- Preparation method of the material requirement programs was determined.

C) TRAINING

Training was given to the project staff about how to use the established systems.

D) SYSTEM MONITORING AND IMPROVEMENT

- All established systems were audited.
- Issues open to improvement were determined modified.
- Overall job streaming was inspected.
- Reports were reviewed; comments and suggestions were thus extended.