

إدارة العقود

**Contract Administration
Using Computer**

م/ أنس الوهدان

Contract Control Overview

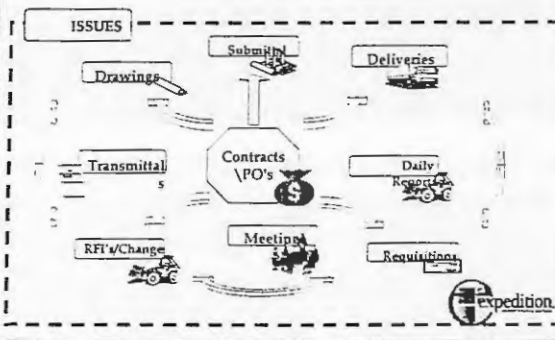


Business Needs
Benefits & Objectives



Contract Control Software

Expedition Workflow



Business Needs

- Track submittal reviews and determine the impact on the schedule
- Manage design changes and distribute contract drawing revisions to contractor
- Review change orders for financial and technical impact and make recommendations
- Forecast project Budget
- Communicate up to date project details to your project team



Tracking Project Budget

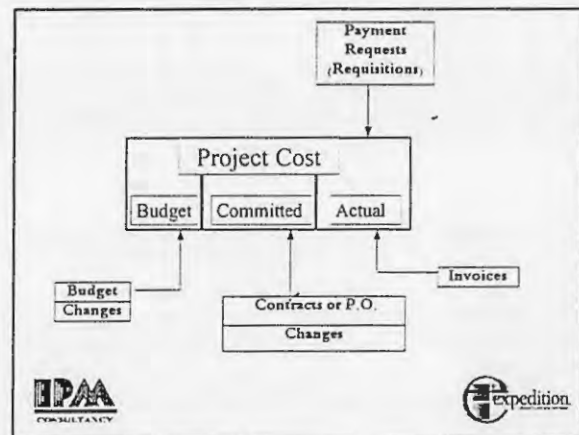
- Budget cost
- Committed cost
- Actuals cost



Let Us to Go to Through



Tracking & Expediting Project Submittals



• Track Submittals :-

Submittals include contract drawings, sample materials, and permits that need approval. This Submittals module helps to ensure contract compliance by tracking who received what and when they received it.



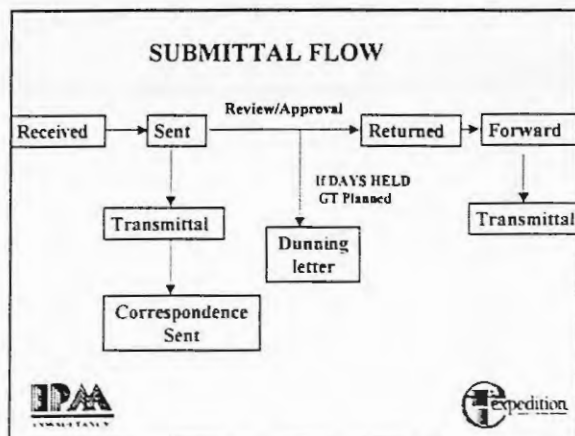
- ◆ Tracks submittals
 - ◆ Reviews and approvals
 - ◆ Ensures materials are perfectly to spec
- ◆ Controls changes
 - ◆ From initial cost estimate through approval
 - ◆ Identifies impacts on project costs and schedule



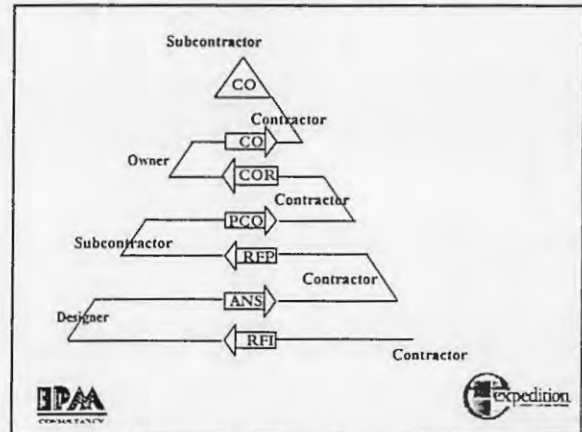
Project Changes

After project parties accept a contract or purchase order and work begins, any changes resulting from changed specifications, scope of work, site conditions, or project schedule affect the initial contract. The process of formally changing a contract requires several steps, each of which should be fully documented.

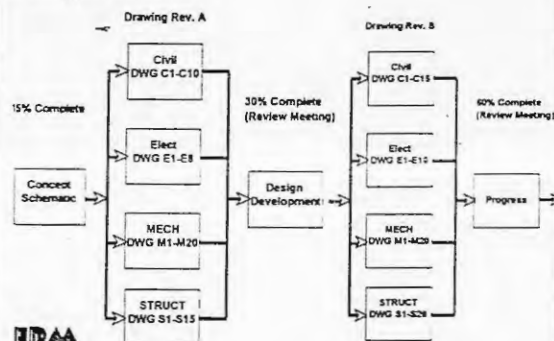
Expedition helps you to identify changes from initiation through resolution and compresses the time frame for the approval process



Contracts & Engineering Drawing



Design Review

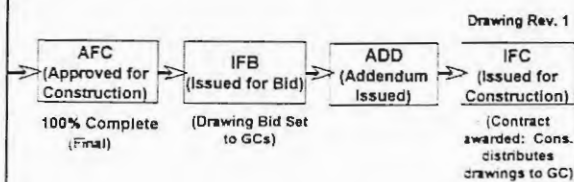


Contract Drawings

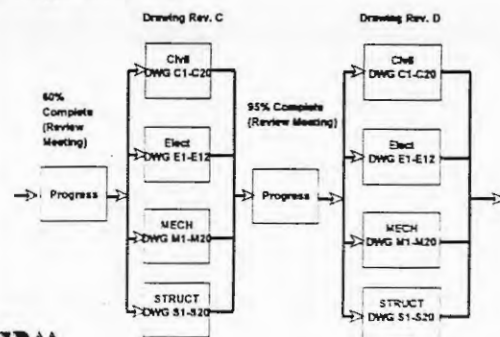
- ◆ The drawing log ensures that everyone is building using the latest drawings and specifications.
- ◆ Expedition helps you to use the drawings log to manage your drawings, keep on top of the latest revision, and ensure the distribution to all project participants.



Distribution



Design Review



Steps for Managing Drawings

1. Establish standard dictionaries
2. Define distribution lists
3. Create multiple drawings for each discipline
5. Package a group of drawings as a set
6. Log issued drawing revisions
7. Forward the drawing set for review or distribution
8. Update drawings by reviewer



Tracking Contract Drawings

- ◆ Compress the drawing approval cycle
- ◆ Maintain an accurate history of revisions
- ◆ Create and maintain distribution lists
 - ◆ Identify copies sent and paper size
- ◆ Relate drawing changes to financial changes
- ◆ Create transmittals for each drawing set sent for review or distribution



Sketches

A sketch is an interim change or Clarification to a drawing that has not been Incorporated into a new revision. You can Group sketches into a set and send them Out for distribution

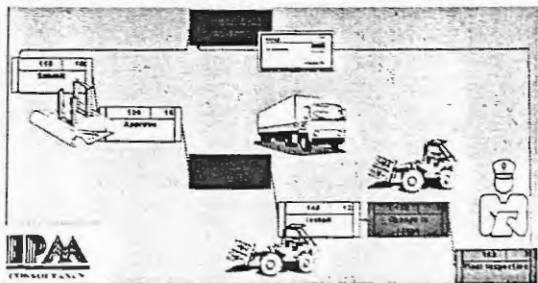


Defining Distribution Lists

- ◆ Create distribution lists for project participants involved in the transmittal, submittal, or contract drawing processes
- ◆ Contain individuals who should receive drawings
 - ◆ Review or approval
 - ◆ Copies of the drawing



Link Expedition to Primavera Schedule



Exchange Data Between P3 & Expedition



Note:

You can link specific P3 activities to documents throughout expedition.



- ◆ Connect a primavera schedule to expedition
- ◆ Track submittal and delivery activities
- ◆ View contractors activities in daily reports
- ◆ Add change order activities when they occur
- ◆ Drawing sets

Monitor key design reviews

How will the impact your schedule

- ◆ Link requisition line items to activities
- ◆ Export expedition data to P3



Q & A Questions?



28

Staying on Top of Issues

- ◆ Benefit statement
- ◆ Keeps all documents organized to allow you to quickly retrieve them in order to make informed decisions

