

**"where
INNOVATION
meets
CREATIVITY"**



**T-SQUARE
ENGINEERS**

"your innovation & creative partner"

**Programme Management
Capability Statement**





Project & Contract Management

UNDERSTANDING PROJECT MANAGEMENT

Project management is the structured process of guiding a project from its conception to completion. It encompasses defining objectives, planning, executing, monitoring, controlling, and closing a project to achieve specific goals within given constraints such as time, budget, and resources. Project Management components can be summarised as follows:

- Initiation:** Identification of a need, problem, or opportunity and the subsequent development of a project charter or initial business case.
- Planning:** Detailing the project scope, objectives, deliverables, timelines, resources, budget, and risk management strategies. This stage results in a comprehensive project management plan.
- Execution:** Mobilising resources and carrying out the work according to the plan. This involves coordinating people, managing communications, and ensuring quality output.
- Monitoring and Controlling:** Tracking progress, managing changes, and ensuring the project remains aligned with its objectives, budget, and timeline. Variance analysis, performance reporting, and corrective actions are vital here.
- Closure:** Finalising all project activities, handing over deliverables, releasing resources, and conducting post-project reviews to capture lessons learned.

UNDERSTANDING CONTRACT MANAGEMENT

Contract management involves the creation, execution, and analysis of contracts to maximise operational and financial performance while minimising risk. Contracts form the legal backbone of most projects, defining the rights, responsibilities, and obligations of all parties involved. Key principles in Contract Management can be summarised as follows:

- Clarity and Precision:** Contracts should be unambiguous, specifying deliverables, responsibilities, timelines, and penalties for non-compliance.
- Compliance:** Ensuring all parties adhere to applicable laws, regulations, and internal policies.
- Relationship Management:** Fostering positive, collaborative relationships to facilitate smooth contract administration and issue resolution.
- Documentation and Record-Keeping:** Accurate records are essential for compliance, audits, and defending against potential disputes.
- Risk Allocation:** Clearly defining how risks are shared or transferred among parties through contract terms.



Our Expertise

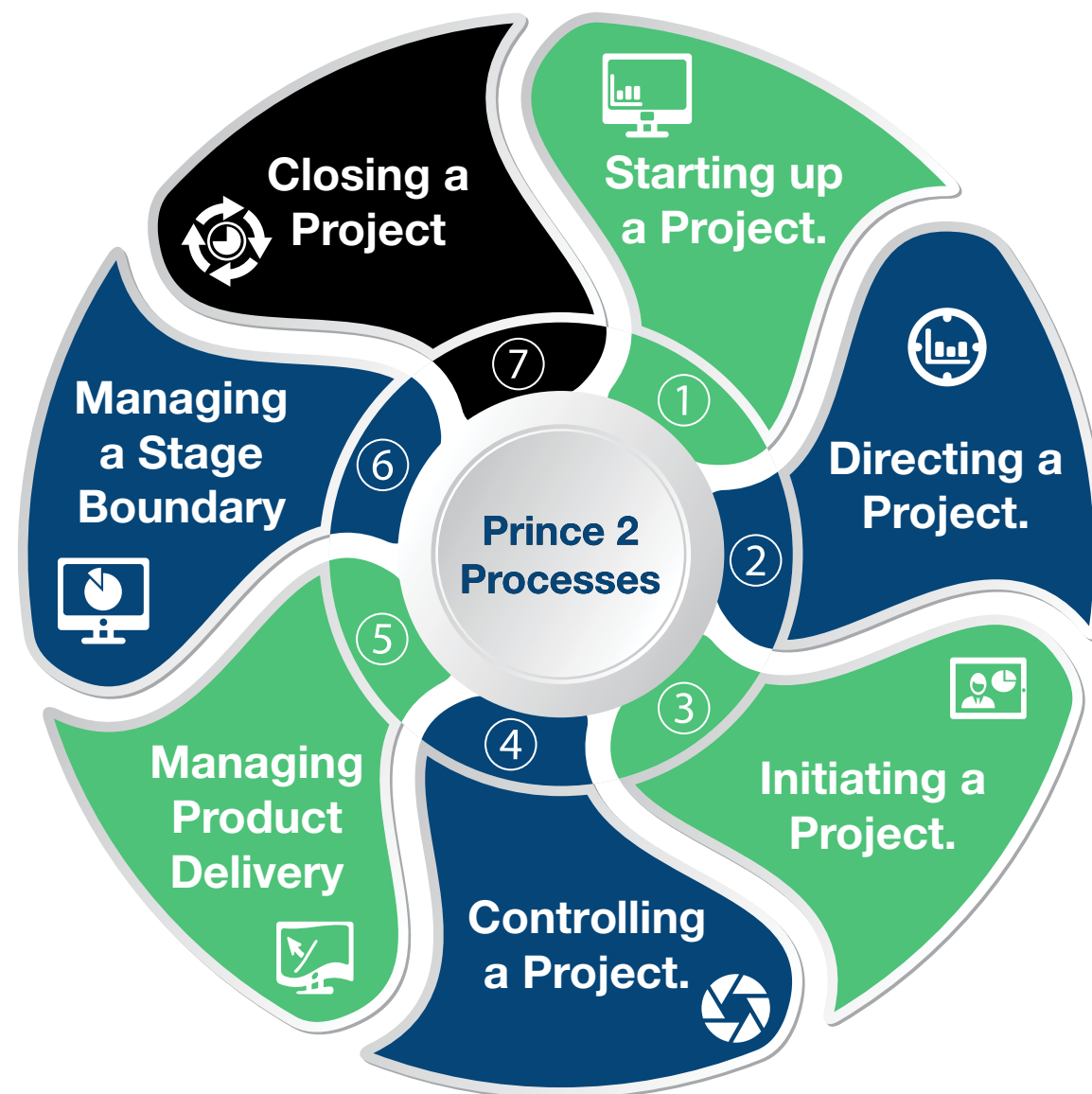
It is our believe that success depends not only on technical excellence but also on strong governance, open communication, and continuous improvement. We pride ourselves of systems we have over the years put in place of which focuses on the following six pillars:

- Early Involvement of Contract Specialists:** Engaging legal and procurement experts during project planning helps draft robust contracts and anticipate potential pitfalls.
- Integrated Planning:** Align project schedules, milestones, and deliverables with contractual obligations from the outset.
- Regular Reviews and Audits:** Periodic performance reviews and contract audits can identify emerging risks, ensure compliance, and improve outcomes.
- Change Management Protocols:** Establish clear procedures for requesting, approving, and documenting changes to scope, budget, or timelines.
- Stakeholder Engagement:** Maintain open lines of communication among all parties, including suppliers, clients, and internal teams.
- Training and Development:** Equip project and contract managers with up-to- date knowledge on legal, technical, and industry-specific developments.



Our Capabilities

Building Engineering



Our Project and Construction Management expertise are focused on Contract Management, construction supervision and monitoring, quality management, planning, design and construction, quality and safety management. Our areas of expertise include but not limited to the following:

- Project Inception
- Project Concept and Viability
- Design Development
- Documentation and Procurement
- Contract Administration and Inspection
- Project Close-Out

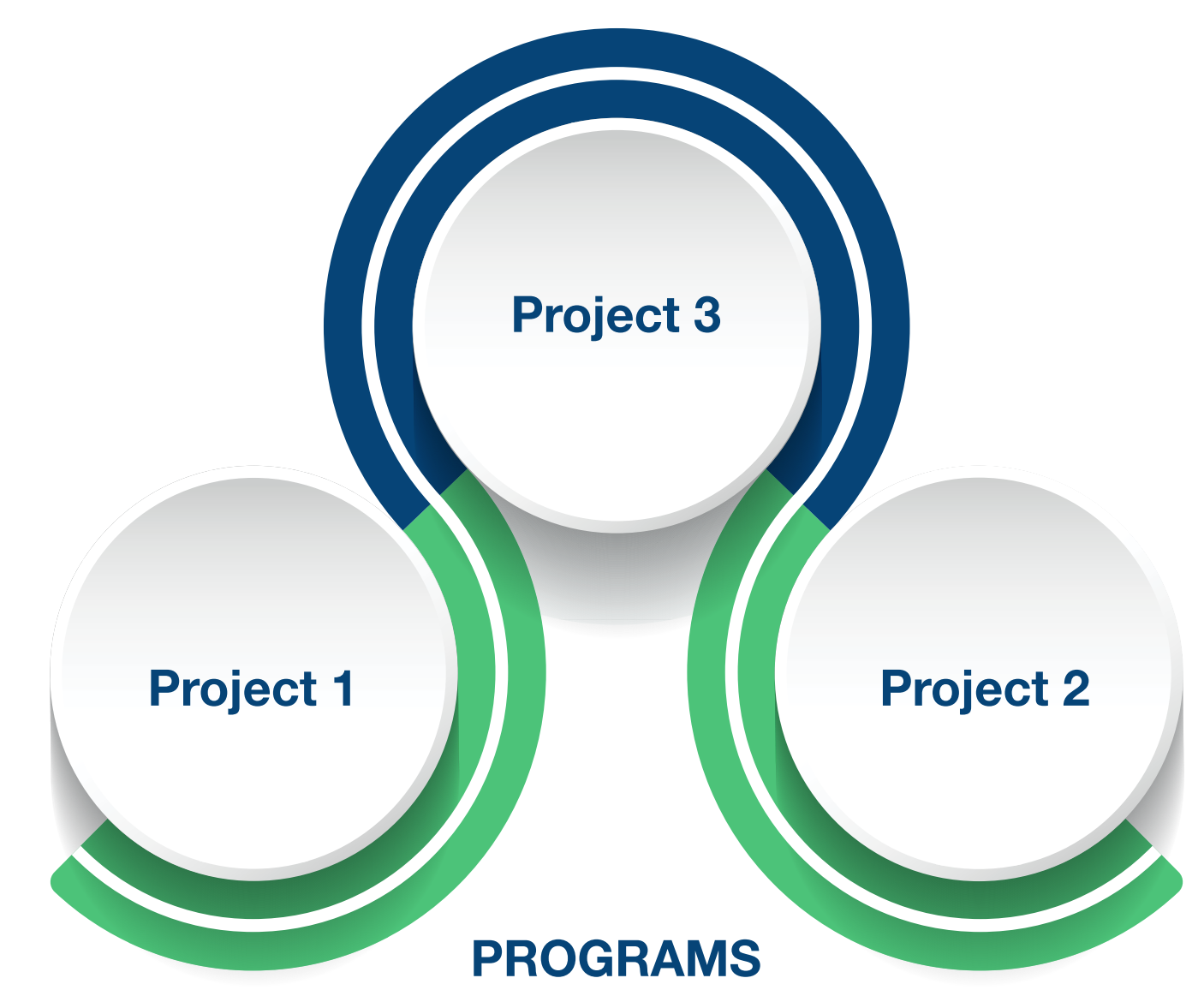
Roads and related Structures Engineering



Our Project and Construction Management expertise are focused on Contract Management, construction supervision and monitoring, quality management, planning, design and construction, quality and safety management. Our areas of expertise include but not limited to the following:

- Specific Client needs.
- Procedures applied for all construction Works.
- Appointment and responsibilities of supervision and monitoring staff; Resident Engineer and Engineer Representative.
- Progress Monitoring.
- Quality Control.
- Protection of Services.
- Materials Inspection.
- Inspection of Works.
- Control of tests equipment.
- Issue of Drawings and Documents.
- Preparation of monthly project and construction reports.

Human Settlement Engineering



A strong Program Management strategy involves aligning multiple related projects with overarching organizational goals, ensuring efficient resource allocation, and ultimately delivering strategic value. Our Programme Management strategy focuses on achieving specific, measurable results across the program's lifespan, rather than focusing solely on individual project deliverables:

- Project Charters: A document outlining the scope, objectives, and key stakeholders of a project within the program.
- Project Plans: Detailed roadmaps outlining how projects will be executed.
- Progress Reports: Regular updates on the status of projects and the overall program.
- Risk Registers: Documents identifying and assessing potential risks to the program.
- Stakeholder Communication Plans: Outlining how communication will be managed with different stakeholders.
- Training Materials: Documents or presentations used to train users on new systems or processes.
- Final Products or Services: The ultimate outputs of the program, such as a new software application or a completed building.