ClearScope
Project management

SERVICE WORKFLOW · 01

Project Feasibility Study

From an idea or a plot to an informed go / no-go decision.

Before we start: what we need from you

- **Site** — plot number, affection plan, location and area
- **Ownership** — title deed and any NOCs already obtained
- **Budget & funding** — budget envelope; equity, debt or JV
- **Timeline** — target start, opening or occupation dates
- **Planning limits** — permitted use, GFA, height and setbacks
- **Vision** — intended use, target market and quality level
- **Returns target** — target IRR / ROI, payback, hold or sell
- **Existing material** — drawings, surveys, soil or earlier studies

HOW THE STUDY RUNS

Step 1
Inception & kickoff
Confirm the brief and decision criteria, issue the data request and agree the workplan.

OUTPUT
Inception note & workplan

Step 2
Site & regulatory review
Affection plan and zoning, authority requirements, access and utility availability.

OUTPUT
Constraints summary

Step 3
Market assessment
Demand, competing supply, comparable prices and rents, and absorption rates.

OUTPUT
Market brief

Step 4
Concept & cost plan
Development mix and area schedule; construction cost estimate with a quantity surveyor.

OUTPUT
Concept options & cost plan

Step 5
Financial model
Revenue, costs and cash flow; IRR and NPV; sensitivities and scenarios.

OUTPUT
Financial model & scenarios

Step 6
Report & decision workshop
Findings, risks and a clear recommendation, presented to the decision-makers.

OUTPUT
Final report & recommendation

Decision gate: go · refine · no-go

If go → Project Management (part of the study fee credited)

DESKTOP STUDY
2–3 weeks · go / no-go

STANDARD STUDY
4–6 weeks · full model

BANKABLE STUDY
6–10 weeks · lender-grade

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Project Management

Full lifecycle delivery, from brief to handover, with one accountable lead.

Before we start: what we need from you

- **Business case** — approved feasibility or budget, incl. contingency
- **Plot documents** — affection plan, title deed, NOCs obtained
- **Governance** — decision-maker, approval limits, reporting needs
- **Procurement rules** — preferred contract form, approved vendor lists
- **Project brief** — spaces, standards, finishes and quality level
- **Existing appointments** — consultant and contractor contracts in place
- **Target dates** — key milestones, opening or occupation date
- **Technical data** — drawings, surveys, soil and utility reports

FIVE STAGES, EACH CLOSED BY A CLIENT APPROVAL GATE

Stage 1
Initiation

Confirm brief, budget and programme; project execution plan; risk register; appoint design and supervision consultants.

GATE
Execution plan approved

Stage 2
Design management & approvals

Design reviews, value engineering, cost control with the QS; DMT building permit, Civil Defence and utility NOCs.

GATE
Permit & construction drawings

Stage 3
Procurement

Tender documents, contractor prequalification, bid evaluation and award recommendation (FIDIC-based).

GATE
Contract awarded

Stage 4
Construction

Integrated programme, progress meetings, change control, variations and claims, quality and HSE oversight, payment review with the Engineer.

GATE
Practical completion

Stage 5
Testing, commissioning & handover

Testing and commissioning, snagging, Civil Defence completion certificate, as-builts and O&M manuals, defects liability period.

GATE
Handover & closeout report

Every week, every stage: status report · risk register · change log · decisions made in the open

ClearScope acts as the client's project manager. The supervision consultant ("the Engineer") under the construction contract is appointed separately.

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SERVICE WORKFLOW · 03

Sprint, Retainer, Advisory & Fractional

Flexible engagements, from one fixed-scope project to embedded leadership.

Before we start: what we need from you

- **Scope** — the projects or portfolio in scope and their status
- **Current practice** — existing tools, templates and reports
- **Access** — documents, systems and key meetings
- **People** — stakeholders, team members and decision-makers
- **Goals** — pain points and how success will be measured
- **Commitment** — days per week needed and preferred start date

Project Sprint

FLAT FEE

One clearly-scoped project

01 — Scope & charter
Written scope, definition of done, fee agreed

02 — Plan
Schedule, risk log and roles set at kickoff

03 — Deliver
Weekly status and visible risk tracking

04 — Close out
Closeout report and next steps

Managed PM Retainer

MONTHLY

Active projects, ongoing

01 — Onboard
Review active projects and agree priorities

02 — Set cadence
Weekly hours, reporting format and meetings

03 — Monthly cycle
Oversight, stakeholder reports, roadmap

04 — Quarterly review
Results, lessons and scope adjustment

PMO Advisory

HOURLY

Build your own PM capability

01 — Diagnose
Assess current practice, tools and gaps

02 — Design
Process, governance and templates

03 — Set up tools
Asana, Jira, Monday or similar

04 — Train & hand over
Team training and a PM playbook

Fractional PM Director

MONTHLY

Senior leadership, part-time

01 — Portfolio review
Status, risks and resourcing across projects

02 — Set priorities
Governance, decision rights and cadence

03 — Lead embedded
Agreed days per week inside your team

04 — Report monthly
Portfolio report to leadership