



Project Preparedness and Readiness: Understanding the Deliverables

~~UNPREPARED~~



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AGENDA



ARE YOU READY?

- **Examine your company BEFORE bidding**
- **Bidding the right project that FITS**
- **Pros and Cons of bidding “Just to be bidding”**
- **Project awarded: What do I do?**
- **Breakdown of deliverables**
- **Performance assessment for repeat business**

Project Preparedness



Examine your company **BEFORE** bidding:

- ✓ **BE HONEST** – every job out there does not fit your company
- ✓ Consider teaming – when teaming make sure the company you team with is compatible to you



Project Preparedness



Bidding the right project that FITS

- ✓ Know your skill set
- ✓ Know and understand the project
- ✓ Define the project scope

Project Preparedness



PROS	CONS
Knowing you can execute	Not understanding the bidding process
Enhancing your capabilities	Not being able to accept the pay terms
	Failure to negotiate contract terms

Project Preparedness



Don't be **GREEDY**

- ✓ Bidding too many projects at one time
- ✓ How will you finance all of your projects

DON'T OVER EXTEND
Yourself as a Business Owner



Project Readiness



ARE YOU
READY?

~~UNPREPARED~~



ARE
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Project Readiness



ARE YOU
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You WON the project: now what?



- ✓ Understand the project
- ✓ Document **EVERYTHING**
- ✓ Define your project leadership (i.e. project managers)
- ✓ Know the project schedule
- ✓ Attend **ALL** project meetings
- ✓ Pay prompt attention to all RFIs and communications
- ✓ Secure all of your materials for the project
- ✓ Supplier of Goods? (make sure your vendors are in order)
- ✓ Secure any financial resources necessary to sustain the project long term

Project Readiness



ARE YOU
READY?

Understanding Bonding



Project Readiness



ARE YOU
READY?



Project Deliverables: are you ready?

- ✓ Team meetings – ensure assignments and responsibilities are clear, concise and understood
- ✓ Safety considerations – depending on the project location are safety requirements addressed (i.e. badges, PPE)
- ✓ Vendor assignments - ensure all vendors and/or subcontractors are properly assigned and scheduled

Project Readiness



ARE YOU
READY?

Performance for Repeat Business

- ✓ Quality of Work
- ✓ Adherence to Schedule
- ✓ Communication
- ✓ Unforeseen Problems
- ✓ Problem Solving





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