

Preparing a Project Manual: A Comprehensive Project View

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ABSTRACT

In partial fulfillment of the requirements for a capstone project, Construction Management students are required to prepare a construction project manual. Rather than copying and pasting from existing company manuals, a new experiment was conducted requiring the students to prepare a project manual from scratch, to cover the project in its different development phases: Initiation, Pre-Design, Design, Pre-construction, Construction, Handing over, and Commissioning. Developed procedures had to be self-contained, including their purpose, scope, definitions, Key Performance Indicators (KPI), and any relevant forms or checklists. Additional components included a Responsibility Assignment Matrix (RAM), and a newly coined term TPRC which stands for: Tools, Personnel, References, and Controls. A flowchart was developed for each procedure to graphically represent the flow of its activities, as well as its inputs and outputs. The final deliverable consisted of a multi-phased manual reflecting different project phases. Deliverables were evaluated and judged by a panel of construction professionals from the local industry, representing different project roles on a project team (Client, Financiers, Designer, Construction Manager, General Contractor, Subcontractors, and Users). Further evaluation was conducted one year after graduation, gauging the former students' perceptions of the project manual and its applicability to their role in the construction industry.

Keywords: Construction Management, Project Manual, Project Lifecycle, Capstone Project, Knowledge Management

The Project Manual Background

Capturing, documentation, storage, retrieval, dissemination, and use of past experience in construction projects are some of the keys to success in the construction industry (Cooke-Davis, 2002). Companies that do not capture such knowledge tend to repeat the same mistakes from one project to another (Schindler et al, 2003). Knowledge management is the area responsible for creating a structured framework through which all the previous functions can be performed. Its infrastructure consisting of technology, structure, and culture, along with knowledge process architecture of acquisition, conversion, application, and protection (Gold et al, 2001). A project manual is a medium for the concentration of an organization's past experience, and its standardization in the form of operational procedures (Robinson et Al, 2005). Most previous efforts at developing a project manual were limited to the scope of the

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Table of Contents Research Project Manual

1. Understanding the eBook Research Project Manual
 - The Rise of Digital Reading Research Project Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Research Project Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Research Project Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Research Project Manual
 - Personalized Recommendations
 - Research Project Manual User Reviews and Ratings
 - Research Project Manual and Bestseller Lists
5. Accessing Research Project Manual Free and Paid eBooks
 - Research Project Manual Public Domain eBooks
 - Research Project Manual eBook Subscription Services
 - Research Project Manual Budget-Friendly Options
6. Navigating Research Project Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Research Project Manual Compatibility with Devices
 - Research Project Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Research Project Manual
 - Highlighting and Note-Taking Research Project Manual
 - Interactive Elements Research Project Manual
8. Staying Engaged with Research Project Manual

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Research Project Manual
- 9. Balancing eBooks and Physical Books Research Project Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Research Project Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Research Project Manual
 - Setting Reading Goals Research Project Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Research Project Manual
 - Fact-Checking eBook Content of Research Project Manual
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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