



# PROJECT MANAGEMENT

## Company Presentation



Investment projects have a heterogeneous structure that includes many elements such as the location and capacity of the project, structure of the property, operational functions, special infrastructure and equipment used, feasibility of the investment, personnel profile, planning, implementation and commissioning stages.

To cope with the uncertainties, especially during the construction phases of the projects at the conditions of today in which future oriented forecasts are made very hardly, is very difficult and costly for investors since this is not their area of expertise. Therefore it is necessary that these uncertainties and risks must be predetermined, defined and managed in a logical way by a consulting team who is qualified and experienced on project processes.

**AKCAN Project Management** that started its business operations through getting great experiences in "turn-key" based projects in the health sector by executing the matters of planning, implementation, medical layout and project finance for all investments of Acibadem Health Group continues its course as an independent company in order to be able to serve all investment areas.

**AKCAN Project Management** is able to offer a complete Project Management service ranging from preparing the contracts to testing and commissioning management with its team of experts and its local and foreign solution partners within a concept to predetermine and manage the risks which might arise at all stages of the project process including the process for decision making on investments within the limits of the "work" regulations determined by the employer.



# PROJECT MANAGEMENT

## Company Presentation



Project Management is a group of integrated processes that start with a dream and conclude with that dream to become true. Main processes that constitute project management within the context of this definition are: Investment Planning Phase, Design Phase, Supply Phase of Resources (service/product), Construction Phase and Operation Phase.

AKCAN Project Management does have a flexible structure that could provide only some of these processes or only one or a few of the services in the processes depending on the requirement of the investor.

AKCAN Project Management works for making big investments turn into great successes.

### Investment Planning Phase

#### Evaluation of Customer Briefs

It could be expressed as "to come out dreams on the paper". Design criteria are selected and standards and technology level are determined in this phase and conceptual projects are prepared upon the clarification of the investor's objectives.

#### Selection of Strategic Locations

The condition of the property is determined by visual inspection if there exists such a property. A property search is conducted by selecting the strategic location if there is not such a property.

#### Preparation of Feasibility Study

Economic, Technical and Financial studies are made in order to be able to make a final investment decision. The object is to provide data to the investor's decision making by conducting systematic and creative analysis of the project or operation functions in terms of providing function, performance and reliability as requested in the project at the minimum "lifetime" cost.





# PROJECT MANAGEMENT

## Investment Planning Phase



### Preliminary Budgeting

The preliminary budget of the project is determined upon the design criteria and architectural program

### Preparation of Master Schedule

It is a schedule specifically prepared for the investor and it indicates main elements, time and sequences of the project. The schedule that cover the subjects of Application projects drawings, making of interior architectural designs, offer-tender phase, procurement phase, construction phase starting from the conclusion of the contract and that indicate milestones are prepared via Primavera Project Planner(P3).



### Design Phase

#### Determination of Design Criteria and Architectural Requirements

Design criteria that would be the base for the project and architectural schedule that indicates dimensions and number of the locations and its relations to other locations are determined.

#### Organization of Design Teams and Special Consultants

Design teams and special consultants that would be utilized for specific subjects are selected upon the approval of the investor and an organization chart is prepared. The location, frequency and participants of the regular meetings at which the investor will be informed regarding the work status are determined at this stage. After the project list that would be prepared is generated and responsible stuff and their job descriptions are determined.



#### Functional Planning and Preliminary Designs

It is the stage in which the functional planning of the facility is performed; the drawing of the preliminary architectural, mechanical and electrical projects are inspected and coordinated. Projects are supervised for whether they are in compliance with the architectural schedule and design as well as costing and scheduling.





# PROJECT MANAGEMENT

Design Phase



## Selection of Materials

To be able to make interior furnishing plans and their procurement, a concept is determined and architectural, electrical and mechanical material type selections are made and presented to the investor for approval.

## Drawing of Application Projects

The inspection and coordination of Architectural drawing, Interior Design, Structural, Mechanical and Electrical Application Projects by the predetermined design teams is carried out.

## Consultancy for Legal Permissions

A report is prepared by listing all of the legal permissions that are required for realizing the investment and explaining the stages of the application. The status of the legal permissions is tracked and it is contributed to obtain permissions as soon as possible. Furthermore, applications are made for obtaining Initiative Certificates and to benefit from such other means that the state provides.

## Budget Estimate and Bill of Quantity

Budget Estimates and Bill of Quantities are prepared in accordance with the Application Projects

## Preparation of Technical Specifications

Technical specifications are prepared for all items of work.

## Resources (product/service) Supplying Phase

### Financial Resource Consultancy

A Project Budget is prepared by calculating the Estimated Project Preparation Cost and Estimated Construction Cost covering all of the expenses on the basis of parameters on the draft design. A Budget Utilization Plan is generated by considering the cash flow depending on the construction period.

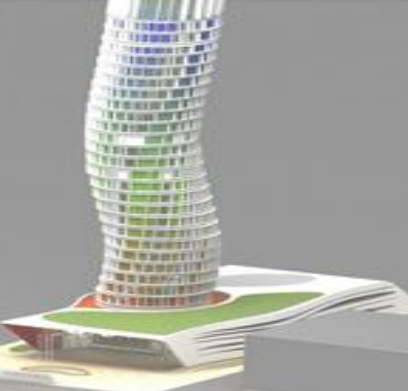
Moreover, a Financial Resource Evaluation Report is submitted to the investor by interviewing and negotiating with the finance providers if required.





# PROJECT MANAGEMENT

Resources (product/service) Supplying Phase



## Procurement Planning

To be able to make interior furnishing plans and their procurement, a concept is determined and architectural, electrical and mechanical material type selections are made and presented to the investor for approval. A Procurement Plan is prepared that is consistent with the construction work program. Procurement methods (cash, termed, leasing, loans, etc.) are discussed and determined with the investor.

## Supply of Special Devices and Equipment

After determining properties of the special devices and equipment that will be used at the construction phase or facility, a market research is conducted. Product alternatives are determined. A comparison chart indicating the procurement terms, payment methods, prices, etc. is generated and submitted to the investor's approval. Approved devices and equipments are ordered. A procurement contract is prepared. It is followed up at every stage until the devices are installed and commissioned by considering the provisions of the procurement contract.

## Preparing Tender Documents

A Project Budgeted Estimate Report is drawn up for all bill of quantity that have been prepared from all Application projects. A unit price list is prepared for each work item. Tender Documents are prepared. Technical specification is reviewed and an Administrative Specification is prepared. Specifications that are fundamental for the Application are prepared and Tender Documents File is created.

## Biddability Review and Evaluation of Tender

The method of the tender is determined after it is discussed with the investor. Companies that will be called for tender are determined this way. Invitations for Tender are sent to the companies. Initial offers are sent by companies. Companies are evaluated for their competence. Tender process is coordinated with the companies that are evaluated as competent according to the principles of the investor.

## Selection of Sub-contractor / Contractors

A Tender Preliminary Evaluation Report is submitted to the investor by considering matters of price, quality, time, manpower, payment conditions, machinery and equipment adequacy at the end of the meetings held with the candidate companies. Sub-contractor / Contractors are selected upon the final negotiation by getting the approval of the investor.



# PROJECT MANAGEMENT

## Construction Phase

### Preparing Contracts

General specifications are prepared for the annex of the contract by organizing the content of the tender documents. Product/Service Supply/Commitment Contracts are prepared by considering all of the disputes that might arise during the construction phase as well as guarantee and warranty conditions and also the relevant laws and regulations.

## Construction Phase

### Document Management

A system for following up the compliance to the work schedule, data flow to the investor, project revisions, change orders, budget and project costs that affect the construction period is generated. A documentation system that is required for this purpose is formed.

### Construction Site Utilization Planning

Mobilization is provided by considering the conditions of the land, existing obstacles, electricity and water supply utilities for the construction site, by the means of access to the land, other buildings that might be used in the surroundings, methods, types and period of construction and climate conditions.

### Preparation of Construction Management Plan

An Organization Chart indicating the construction site organization is formed. Duties and responsibilities of those staff occupying the positions indicated on the chart are determined. Instructions and procedures that will be used during the construction process are prepared. A table is generated including the records, letters, documents that are necessary for the follow-up of matters such as time, cost, control and also ones responsible for them. An Input Control Table is generated including the criterions to control and to accept materials, which will be used for construction, during the delivery at the construction site.

### Time Management

"Construction Work Schedule" is prepared via the Primavera Project Planner(P3) software by listing the activity to be made along the bill of quantity taken from the Application project. The detail level of this Schedule established for the follow-up of all of the production is very detailed. A program indicating relevant sections and timetables is given to all sub-contractors. Latest status that arises as a result of the progress is updated within the time periods that have been pre-determined in order to make it an active program. Status of progress and sub-contractor performance are tracked and reported to the investor and possible delays are determined in advance and it is ensured that necessary precautions are taken.

### Quality Control/Management

Construction Control Plan including the construction control points and stuffl in charge of such controls is prepared and controller services are conducted according to this plan. Tests, experiments, inspections and observations are conducted to supervise the compliance of the quality regarding the specifications.

### Cost Control/Management

Construction quantity controls are performed if the project has not been assigned on turn-key basis. Estimated costs at the pre-design stage and actual costs at the construction stage are compared and preliminary budget is revised. The costs are reported to the investor at every stage. Cash flow program belonging to the projection period is updated. The precaution for decreasing costs are presented to the investor. Cost reduction methods approved by the investor are implemented. Contract progress and its payments to the sub-contractors are checked and approved. Account of settlement is made and reported to the investor upon completion of work.



# PROJECT MANAGEMENT

## Operation Phase



### Contract Administration

It is the execution of the contracts according to the provisions of the contracts concluded with the sub-contractors. Matters that do not cover the contract are determined and warnings are given so that such matters are corrected. Disputes that may arise shall be solved by informing the investor.

### Substantial Completion and Commissioning

All of the construction is reviewed by considering the general and technical specifications. Deficiencies are determined and a punch list is generated. A Temporary Acceptance is performed by following up deficiencies to be corrected. Commissioning is performed by rendering the same inspection once again at the end of the guarantee term upon the investor's request.

## Operation Phase

### Know-How Transfer / Consultancy

For the purpose of benefiting from the knowledge and trademarks of the local and international companies leading in sectors investments are made, co-operation possibilities are researched. Preliminary meetings are held with these companies upon the approval of the investor. Subjects that are suitable for co-operation (framework of the co-operation) are determined. Coordination of the processes before and after the agreement is performed.

### Facility Management

Maintenance types of each equipment (run to failure maintenance, preventive maintenance, predictive maintenance, proactive maintenance) are identified. Operation and maintenance manual (hand book) for each system is prepared with the help of the manufacturing companies. Maintenance Plan indicating the maintenance frequency and staff in charge is prepared. Complete technical maintenance and operational services are provided for the facility.

### Preparing Emergency Preparedness

Emergency Preparedness is prepared by considering events such as fire, natural disasters, etc. Various training programs are organized for the operational staff of the facility. Periodical exercises are coordinated.



