

Your guide to managing a smooth, cost-effective project.

Project management can be a daunting and costly process if not executed effectively. In an annual survey for 2018, Wellington reports that 40% of its 300 UK organisation sample, delivered projects on time, with only 46% being delivered on budget. The biggest challenges hindering project performances are the training standards of project managers, poor management of resources, and lack of support by senior management.

No matter the size of the project, knowledge is power. Luckily, we have produced this handy guide to help ensure your project runs smoothly, safely, on time and within budget.

The Steps Toward Finding the Right Supplier:



Plan

- Produce a scoping document highlighting the goals, organisational structure of your project, key responsibilities, risks, assumptions cost estimates. And, ensure all your team members are on the same page. The more details, the better.
- Understand your market, your client and your business.
- Produce timelines and milestones - don't be afraid of IT solutions, there are many paid and open source tools available.



Research

- Play the numbers game - price is usually an indicator of quality but isn't necessarily the last word. Be wary of suppliers who undercut others dramatically without valid reason.
- Shop domestically for suppliers with good geographical and infrastructure access to your site - especially true for construction and manufacturing projects that require delivery of labour and custom structural fabrications.
- Shortlist potential suppliers, scope their reliability and check their portfolios. Ensure the supplier has a track record of delivering similar projects. Do they have accreditations such as ISO 9001? Fact check testimonials and reviews, and be careful of reviews written by affiliate marketers.
- Reach out to your network.
- Research a potential supplier's terms of service, returns policy, and environmental and safety policies.



Sample and Enquire

- Organise site visits and inspect potential suppliers' manufacturing practices, QA and products. This also gives an opportunity to ask questions that need to be resolved.
- Establish a point of contact within the company.
- Order samples or, if applicable, visit the site of a previous project.
- Reach out to suppliers for time and cost estimates.

When you are satisfied that you have found suppliers that match your criteria, double check. Ensure they truly fit the criteria you laid out in your scoping document and ensure you keep contact channels open. Remember, even the best suppliers will make occasional slip-ups and that doesn't mean they're not reliable.

But, as a client, it's not uncommon or disrespectful to conduct regular performance reviews of your suppliers to ensure that both parties are keeping to their end of the bargain, this will also help you minimise delays and remain in control of your project. Also, limit the number of suppliers you work with to only a few that you highly trust, reducing the management workload.

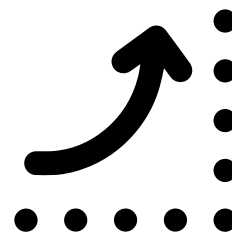
“Following our successful delivery of the Thorn Turn development for Central Bedfordshire Council, we were extremely proud to receive a **Perfect Delivery Certificate** from major contractor, Morgan Sindall.

We met the brief on time and within budget while ensuring best value products that were fit for purpose, sustainable and commercially feasible.”



Managing a Supplier's Time and Cost Control

Investing in the relationship with your suppliers is a crucial part of streamlining any project, and you only stand to gain by reducing their time and cost expenditures. It's too easy to look internally when managing a project, but it's important to remember that collaboration is the key to success and your suppliers play an equal part in this.



Time Can Never Be Refunded:

- Coordinate your timelines with your suppliers' production schedules, and ensure you place orders in good time.
- Make certain you understand the production times of your suppliers' goods and services, for example, one cannot expect a balcony design and construction project to be achieved in the same timeframe a chain link fence requires to be erected. Distinguish what your supplier has in stock and what is custom built.
- Draft clear purchase orders to avoid confusion over specification.
- Communicate clearly any changes to the project and share critical information with your suppliers at the earliest notice.
- Be certain of what you require before placing orders.
- Respect your suppliers' supply chains and plan for everyday emergencies, unavoidable events and problems by planning together how these will be handled, so any disruption can be dealt with smoothly.

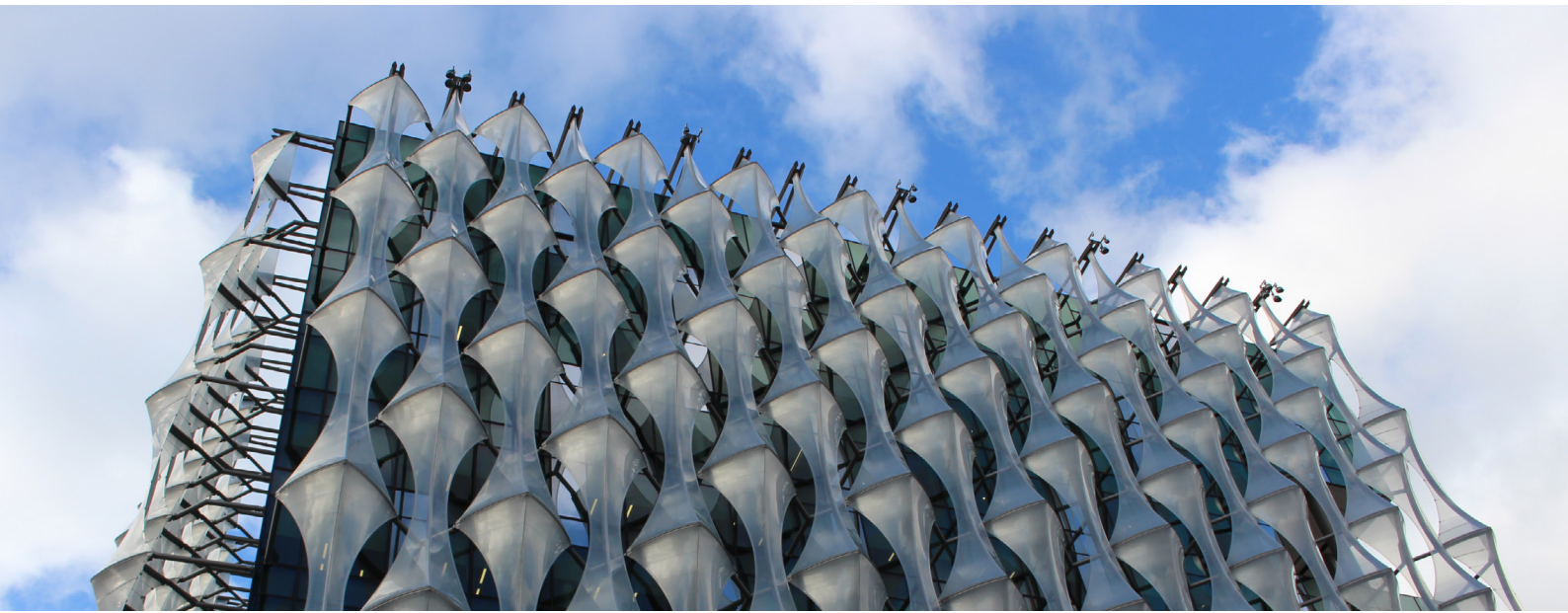
Unnecessary Costs Are Bad for Both Parties:

- Be clear with your specification, remember raw materials cost money and a custom fabrication can't necessarily be reused.
- Paying bills late will put a negative strain on the relationship and can slow down production. Prompt payments can incentivise your supplier to work with you more closely and lead to better terms and future relationships.
- Share your sales forecasts with your suppliers and work together to meet the expected demand, base your relationships on data and fact.
- Accept accountability for your mistakes as you would expect your supplier to accept accountability for theirs.

Ultimately, your suppliers are businesses too, and more than that, they are human. Remember, politeness also goes a long way and if you're able to pass any opportunities to them, most of the time they'll do the same for you.

Ensuring quality, safety, budget and time control throughout.

It can be a balancing act ensuring a quality project can be delivered in a timely and safe manner, that's why at Harlestone we work with quantity surveyors, project managers, and procurement managers to guarantee this, and we have continually delivered projects of all sizes within many environments.



We are proud members of the supply chain school, we hold the Gold Standard CSCS, ISO 9001:2015 accreditation and have extensive environmental and safety policies to name but a few of our accreditations.

We understand the time and budget pressures of all our stakeholders, we work as an extension of your team, and adapt to fulfil specifications and objectives where necessary from design through to installation.

We design and supply general fabrication, architectural steel, fencing and street furniture from our unique location in Harlestone Forest, Northamptonshire – a site that affords us quick and accessible routes to the whole of the UK.

As a customer of Harlestone, you can rest assured that it's not just our expertise and pride that is our guarantee, but we are fully accredited, agile, and understand that delivery is based not just on production, but by working collaboratively.

If you are looking for a partner who has ensured quality, budget and time control for the past 20 years, please contact us:

T: 01604 586 000 **E:** sales@harlestonegroup.co.uk

Or, visit us at harlestonegroup.co.uk

We're looking forward to hearing from you.