PLANNING DEPARTMENT

The Object :

1. To act as back bone of the organization
2. To conceptualize project and plan for the minor to major milestone of the project
3. To visualize various stages from commencement of the projects to completion of the project.
4. To provide the details of the project to internal department.
5. To coordinate with external agencies like architects, structural consultants, services consultants etc.
6. To provide the input to the project management team to run their site and complete the project within the prescribed time and other resources.

The Structure of Planning Department :

1.	Director	
2.	Vice President	
3.	Architect Cell	1. Chief Architect 2. Senior Architect 3. Architect 4. Draughtsman
4.	Project Coordination Cell	1. Manager – Project Coordination 2. Project Engineer – Coordination 3. Engineer – Project Coordination 4. Sr. Engineer / Engineer – Scheduling
5.	Contract Cell	1. Contract Manager 2. Assistant Contract Manager 3. Contract Engineer 4. Assistant Contract Engineer 5. Quantity Estimator

Director :

To guide the planning team to achieve the highest standards in the industry.

Vice President :

1. To coordinate between the various cells of the planning department
2. To coordinate with the heads of the department in the organization
3. To coordinate with the heads of the outside consultants.
4. To coordinate with the heads of the various projects.
5. To personally supervise the progress of the sample flat.
6. To finalize the tender and award of the contract.
7. To take decision about the appointment of the external consultants for the project in consultation with the Director.

The Architect Cell :

- Architectural design
- Landscape design

1. Prepare a design brief to be given to the consulting architect during the first meeting for the project based on the feed back from the marketing.
2. To prepare a brief note based on the liaisoning issue to be taken care during the project planning and forward it to the consulting architect.
3. To interact regularly with the representative of Architect's office during the design development stage.
4. To finalize the plan in consultation with VP as well as Director.
5. To calculate carpet, built up area and saleable area (as per the project based on company's policy).
6. To make available the material to be provided to Communication department for the preparation of the brochure and publicity like elevation, rendered plans, different views, design brief etc.
7. To coordinate with marketing department and provide them the final document containing all the details which is essentially required for the sale.
8. Finalization of specifications of architecture and landscape.
9. Issue of VFC drawings (all architectural, structural, services & landscape)
10. To organize meeting among the consultants to expedite the project progress at all the levels.
11. To attend weekly / fortnightly (depending upon the size of the project) site meetings to resolve the site related issues along with the project coordinator from project coordination cell.
12. To ensure that all the necessary services are incorporated in the architectural drawing.
13. To arrange for AS BUILT drawing from architect.
14. To prepare the agreement plans.
15. To obtain BOQ's from architect & landscape architect.
16. To communicate design brief to landscape architect.
17. To coordinate & finalize design with landscape architect.
18. To coordinate on site with reference to architecture & landscape issues.
19. To obtain tender drawings for architecture and landscape as per schedule.

Project Coordination Cell :

- Services
- Structure
- Cost monitoring
- Schedule monitoring

1. To involve himself into the design development and start a thought process from services point of view.

2. To ensure the timely appointment of consultants other than the Architects.
3. After finalization of the basic plan interact with structural consultants and finalize a structural scheme.
4. After finalization of basic scheme of structure involve the services consultants and take their design basis report.
5. To finalize a list of drawings with respect to the project, circulate it to all the consultants and take the individual's confirmation for the dates and regularly follow up for the same.
6. In achieving the target as decided above resolve any issue (municipal / legal / sale / site restriction / cost effectiveness etc.) in consultation with the immediate senior in the department.
7. To attend weekly / fortnightly (depending upon the size of the project) site meetings to resolve the site related issues along with the project Architect from architect cell.
8. Issue of building and activities initiation certificate.
9. To prepare project construction schedule in consultation with Project Manager / GM (Project) / VP (Project).
10. To prepare with the help of scheduling engineer a project schedule with the specific requirements: - (1) Drawing schedule (2) Indenting schedule (3) Contractor appointment schedule.
11. To monitor the project with respect to the prepared schedule & work with site planning to overcome issues.
12. To issue the progress report as required by the sale customer care department.
13. To ensure that all the necessary services are incorporated in the architectural drawing & coordinate with architect cell for issue of VFC drawings for services & structure.
14. To obtain BOQ's from all structural & service consultants.
15. To coordinate on site respect to services & structural issues.
16. To finalize service related specifications.
17. To obtain tender drawings for structure & services, as per schedule.

The Contract Cell :

1. To prepare a project budget & monitor the same on monthly & contract-wise basis.
2. To maintain a data base of contractors.
3. To maintain a standard rate list for the routine kind of work.
4. To take the feed back from the coordination cell for the future works contracts to be awarded for the respective project.
5. Arrange from the respective consultant the required tender document.
6. To calculate the quantities for the tender purpose – Quantity survey.
7. To carry out a rate analysis for the activity and interact with the person who is handling the negotiation for those items of work with contractors.
8. Study the tender documents and ensures the contents are satisfactory with respect to the work and fitting into the parameters based on which we want to issue the work orders.
9. To float the tender for the required work, preliminary interview of the contractor and preparation of the comparative statement.
10. To give feed back to Senior / VP and arrange the meeting with team for negotiations.

11. To note the discussion during the above meeting and ensure its incorporation into the work orders.
12. Award of the work order.
13. Forward the copy of the work orders to site – PM, Accounts, Purchase (as per the case).
14. To ensure the quantity reconciliation with the help of site & stores.
15. To award contracts within cost parameters set by the Project Coordination cell.
16. To award contracts within quality specifications specified by QA cell.
17. To prepare & forward BOQ on quarterly basis, for all projects requirements, to purchase at least 30 days prior to start of quarter.