The Procedures Development Unit services are summarized as follows:

➲ *Management Processes*

We work with your organization to improve or establish project management processes. While we will probably assist on specific projects, the main focus will be on the processes required to ensure a continual stream of successful projects.

This will sometimes involve setting up project management procedures, and can also include advice regarding the use/optimization of project management software, such as *Primavera Project Planning, Microsoft Project, and others.*

➲ *Implementing Systems*

Put a planned system into action. The stage of systems development in which software are acquired developed and installed the system is tested and documented, people are trained to operate and use the system, and an organization converts to the use of a newly developed system.

➲ *Development of an Integrated Cost Estimation and Cost Control System for Construction Projects*

Today, most of the construction companies are using computer-aided software's for cost estimation and cost control. The cost estimation is done before the construction begins while the cost control is performed during the construction period. The organization which controls the cost could be different from the organization which prepares the cost estimate. Moreover, different software's are available for cost estimation and cost control. This may complicate the cost control process due to inconsistencies between the cost estimation and cost control data. Our services are to develop a system which could integrate the cost estimation and cost control processes. Such integration enables the transfer of cost estimation data automatically to the cost control process, also to apply earned value management and performance management at several levels of monitoring integrated with planning progress monitoring.

➲ *Project Management Web Solutions*

Would your construction company benefit from a compelling online web experience in project management that you can use our web site for managing your project on your own without having to use (and pay) a web design company for project management? Here at CMCCO, we've worked with many construction related companies over the years and have developed a customizable solution to meet your unique needs.

➲ *Maintenance Management System (MMS)*

Introduction

Maintenance management system performs functions in support of management and tracking of O&M activities.

MMS Capabilities

Maintenance management systems automate most of the logistical functions performed by maintenance staff and management. CMMS systems come with many options and have many advantages over manual maintenance tracking systems. Depending on the complexity of the system chosen, typical MMS functions may include the following:

- Work order generation, prioritization, and tracking by equipment/component.
- Historical tracking of all work orders generated which become storable by equipment, date, person responding, etc.
- Tracking of scheduled and unscheduled maintenance activities.
- Storing of maintenance procedures as well as all warranty information by component.
- Storing of all technical documentation or procedures by component.
- Real-time reports of ongoing work activity.
- Calendar- or run-time-based preventive maintenance work order generation.
- Capital and labour cost tracking by component as well as shortest, median, and longest times to close a work order by component.
- Complete parts and materials inventory control with automated reorder capability.
- PDA interface to streamline input and work order generation.
- Outside service call/dispatch capabilities.

➲ *Customizing and Implementing different software's and Tools*

Different software's could be implemented and customized based on the client needs. **CMCCO** gives advice and consultancy based on the nature of the works and the requirements to be applied.

The following is a sample list of tools that were implemented by the firm:

A- SCMM (Site Construction Management Module)

SCMM is an integrated business management Tool for anyone who owns or runs a business. It handles general Direct Expenses, unit cost and cost updating.
SCMM uses simple 'real world' business concepts that make it easy to understand and use.
The following section describes SCMM cost control management. It does include the following Cost Areas

- Save time when preparing an Estimate by building your own cost database for labour resources, equipment resources, crews, materials, work items and work assemblies
- Build a Cost Database or Estimate by importing from Microsoft Excel
- Cost tracking using Cost Center Dictionary for job costing
- Track cost rates and sell (proposal) rates for each line item
- Unit costs and cost updating
- Labour time tracking
- Equipment time tracking
- Subcontractor tracking
- Suppliers Tracking
- Materials Vouchers
- Subcontractor's vouchers
- Percent of Hard: A simple percentage of all hard costs (equipment, labour, materials, and subcontractors and other costs).
- Percent of Labour: A simple percentage of all labour costs (direct labour costs).

- Percent of Material: A simple percentage of all material costs (direct material costs).
- PO: A cost from a purchase order
- Up to Date Direct costs Chart.
- Import/Export to Primavera.

All the afore-mentioned collected data will be integrated into our main module that includes initial cost base line & budget in order to generate budgeted updates that allow cost control reporting through schedule variance and cost variance calculations (earned value management) at all levels of the project.

B-Construction Project Management Software Features - Document Control

Distribute construction documents electronically and keep them in one centralized location.

CMCCO Document Control module offers many project documentation features, including Daily Logs, RFI's, Submittals, Transmittals, and Work Orders. So you can not only create documents, but also log them, track them and send them out when you're ready. The Document Calendar will display due dates for time-sensitive material and alert your staff when tasks are overdue. **CMCCO** saves you from wasting time managing Word and Excel documents scattered across your network.

Benefits of **CMCCO** Document Control Features:
- Generate a complete set of industry-specific documents - including Daily Logs, RFIs, Submittals, and Transmittals
- Automation of paperwork processing results in better documentation and more time for critical activities.
- Built-in reports for distributing electronically in Adobe PDF format
- Gain control with the Document Calendar showing open documents with due dates