

PROJECT MANAGEMENT: PEACE OF MIND

Why choose SBS to manage my project?

School Business service provides an experienced service that utilise professionals who have familiarity in project management, are skilled in dealing with contracts and contractors and afford peace of mind in what can often be problematic circumstances.

At SBS we recognise that schools have many demands on their time and that project management is an area which is crucial in importance and provides many challenges and stresses to over-worked staff.

When improvements, large or small, are required the question is often asked "Who can manage this project?"

School Business Services provide the answer to this question by harnessing the use of dedicated specialists to enable successful delivery of this costly, time consuming and demanding element of school strategic planning.



What are the benefits that SBS provides?

- ✓ *Use of personnel who have extensive knowledge of the planning and design process*
- ✓ *Personalised service tailored to your precise needs, including works specification production, tender/quotation design and submission, planning/landlord permissions, health and safety management, quantity/building surveying, contractor supervision and payments, progress reporting*
- ✓ *Compliance with the principles and requirements of achieving best value*
- ✓ *Access to a wide range of resources to enable successful project delivery*
- ✓ *Removal of project tasks and problem solving from directly employed staff*
- ✓ *Progress chasing, contractual payment control, snagging and remedial works*

How does SBS provide this service?

School Business Services is an independent company who employ a combination of direct and consultative staff who combine to produce a powerful group of education professionals possessing skills, knowledge and awareness gained over many years and in differing environments.

In managing your project we work with you in producing a specification of your project which is designed to meet your needs and is within your budgetary and time constraints.

As experienced educational professionals we are well aware of what lies at the heart of successful project delivery and the protocols required for achievement.

We are also aware of the demands on overstretched budgets and overworked staff. This awareness enables SBS to achieve project management planning and delivery focussed and suited to your specific needs and requirements.

It is this combination of awareness of school needs and the access to professional service provision which makes School Business Services the ideal service provider for your project.

How do I know you will do what I want?

Because each school and each project is unique, our approach is specific and tailored to meet your precise and individual needs.

In engaging SBS you will be entering into a partnership to manage a project on your behalf but remains yours in every way. We recognise and understand this and take pride and satisfaction in being associated in raising standards and aspirations wherever possible.

At the outset SBS will provide a specification of the service delivery.

A meeting with the designated project manager will be arranged to enable an establishment of a mutual understanding of the objectives the school has both for the specific project and as a whole.

A project management agreement will be completed and signed prior to any work commencing and progress reports against each key element in the agreement will be provided at the agreed intervals.

The project manager will work in partnership with the school on behalf of SBS and will be available to meet with Governors, School Leadership Team, Teaching and Support staff, Students, Parents and Local Authority personnel as and when required. In effect the project manager becomes a member of the school team for the duration of the project and beyond.

The fact that we put our name to an agreement which has clearly defined parameters and requirements is our guarantee that you will receive the highest quality and standard of service enabling you to enjoy peace of mind and the assurance of a successful project delivery.