







### MAXIMIZE YOUR INVESTMENT . . . PROTECT YOUR ASSET



"All things are created twice; first mentally then physically. The key to creativity is to begin with the end in mind, with a vision and a blueprint of the desired result."

Stephen Covey

"No matter how good the team or how efficient the methodology, If we`re not solving the right problem. The project fails"

**Woody Williams** 

"Operations keep the lights on, Strategy provides the light at the End of the tunnel. But Project Management is the train engine That moves the organization forward"

Joy Gumz



#### **FasTTrack**

produces a reliable and complete Project Delivery Solutions. We offer Project Management services that will give the very best value for the Client's investments on both the short and long term all over the life-cycle of their projects. Exploiting our consortium experience over decades We help our clients to take over their projects on time within budget and with the highest quality possible.

#### **FasTTrack**

is a project management consultancy that provides unique Project Management Services to its clients in the Small to Medium Projects market.

#### **FasTTrack**

has witnessesed an increasing demand for project management in the market of residential, commercial and office buildings over the course of the past few years so we decide to start the endless journey.

#### **FasTTrack**

admires the ideas, cultures, views and knowledge of our diverse workforce, clients, colleagues, associates, competitors and the public.



#### Vision:

To be a leading consultancy and Project Management Company in Egypt, and to make project delivery synonymous with excellence.

#### Mission:

#### To enhance overall project performance through:

Providing unique comprehensive project management starting from the project idea and all through its life cycle.

Developing excellent project management services for our clients to meet their needs and make them more than satisfied.

Developing our experience of project management, and providing a comfortable, collaborative, flexible, supportive, and challenging work environment for our employees.



#### **Our Values:**

We follow the code of ethics and professional conduct, and the following values are our reference:

- Integrity in word and deed.
- Customer satisfaction.
- Teamwork.
- Innovation and creativity.
- Individual development and personal growth.
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- Transparency in financial matiers, And confidentiality of information.

#### Our Edge:

Having full-time coordination between the whole project stages.

- Controlling every single detail about the project like schedule, cost, risk, procurement, quality, manning, and communication, In order to achieve Project objectives.
- Making sure that every pound paid to contractors, sub-contractors, and suppliers is accurate, and worthwhile 100%.
- Allowing for competitive bidding from contractors, suppliers as well as sub-contractors.

- Quality of service.
- Social responsibility.
- Good communication.
- Professionalism.





#### **Our Services:**

#### Our services can be summarized but not limited to:

	DESIGN MANAGEMENT	
CLIENT REPRESENTATION		TENDER MANAGEMENT
PROCUREMENT MANAGEMENT		
	VALUE ENGINEERING	QUANTITY SURVEYING





#### We operate in the following sectors ....





#### **Managing Director Message:**

- We are proud to be a proactive managers of problems before they arise, with our professional team, FASTTRACK began providing different services to various clienteles.
- With our experienced professionals consortium, we understand our client's requirements and objectives, then take ownership of each and every project where we are involved.
- No matter large or small Project, our mission is to deliver our client's vision.

Mostafa Morsy, MBA, PMP Managing Director FasTTrack Project Management





## FASTTRACK WORKFLOW METHODOLOGY



#### PROJECT MANAGEMENT PILLARS

# MANAGEMENI

## DESIGN MANAGEMENI



#### **NEW PROJECT**

SIGN THE PM CONTRACT

1 DESIGNER SELECTION

By introducing some design houses to the client according to client's requirements & Budget

MEETINGS BETWEEN DESIGNER
& OWNER TO REACH FINAL
APPROVAL ON THE CONCEPT
DESIGN

COORDINATE WITH
THE DESIGNER
THE TECHNICAL DWGS
INCLUDING MEP PACKAGE.

FINALIZING DETAILED SPECIFIED BOQ

END PHASE



#### START TENDER MANAGEMENT PHASE

PREPARING REVISED TENDER
PACKAGE (BOQ, TECHNICAL
DWGS. & RENDERS)

Prepare Purchasing list

2 ISSUING A FULL TENDER PACKAGE TO NOMINATED TENDERERS

Pay a due diligence site visit

RECEIVING CONTRACTORS'
RFI'S, REPLYING ON THEM &
CIRCULATE AMONG TENDERERS

HELD MEETINGS WITH
TENDERERS TO FACILITATE
PROJECT STUDY

FINANCIAL OFFERS FROM TENDERERS

#### TENDER MANAGEMENT PHASE (2/2)



6 ANALYZE, STUDY & COMPARE TENDERERS OFFERS

PREPARING TENDER EVALUATION
REPORT INCLUDING MULTI
COMPARISON REPORT ILLUSTRATING
TECHNICAL & FINANCIAL APPRAISAL
FOR EACH TENDERER

8 MEET WITH THE CLIENT TO CHOOSE THE AWARDED TENDERER

9 SIGN THE CONTRACTING CONTRACT

PREPARE BASELINE TIME
SCHEDULE & BASELINE
BUDGETING CASH FLOW

END PHASE

#### **CONSTRUCTION MANAGEMENT PHASE**



1 PREPARE A SITE VISIT WITH THE CONTRACTOR TO ISSUE SITE WORKS TAKEOVER REPORT

MONITOR & CONTROL QUALITY, TIMING & COST OF SITE WORKS

PREPARE MONTHLY REPORT
ILLUSTRATING WORK EARNED VALUES,
BUDGET & SCHEDULE ISSUES

REVISE & APPROVE EACH CURRENT INVOICE ISSUED BY THE CONTRACTOR

5 SEND THE APPROVED INVOICE TO THE CLIENT

6 REPEAT THE PREVIOUS LOOP TILL PROJECT CLOSURE



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