

# Project management and cost control

*Simon Dane*



# Project Management for Self Builders

presented by

Simon Dane



[www.samueljamespm.co.uk](http://www.samueljamespm.co.uk)





# Project Management for Self Builders

## Topics we will cover today...

- Do you need a Project Manager for your project
- Duties of a Project Manager
- What are your PM options as a self-builder
- What can you do to help reduce the overall cost
- An example of a typical cost plan
- The professional team and their responsibilities
- How does a Project Management company charge
- At what stage should you employ a PM
- Case Studies



# Do you need a project manager for your project?

Managing your own building project can be a daunting task especially if you've never done it before. It takes a lot of time, it can be stressful and mistakes can be costly.

Every project is unique but the construction principals are similar so experience and knowledge will help ensure your build is managed efficiently and competitively, mistakes are prevented and above all your project is finished to the highest standards, on time and within budget.



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PROJECT MANAGEMENT





# Duties of a Project Manager

A self-build project manager's duties encompass overseeing all aspects of the construction process from initial planning through to completion. This includes budgeting, appointing contractors, managing trades, ensuring quality control and health and safety standards are met.

We also need to manage communication, delegate tasks and ensure the project stays on schedule and within budget.

Above all we need to fully understand the Clients requirements in terms of design brief and expectations and be able to communicate openly with each other throughout the process.



Pre-Start duties include but not limited to the following:

- Review Construction Drawings
- Appoint Building Control
- Appoint Warrantee provider
- Arrange Party Wall Agreements (if any)
- Ensure Planning Conditions have been satisfied
- Prepare and agree a Cost Plan
- Oversee tendering of contracts
- Negotiation and appointment of contractors
- Agree Building Contracts





Post site start duties include but not limited to the following:

- Regular site visits to check and ensure:
  - The design and specification are being adhered to
  - Project is on schedule
  - Building Control Standards are complied with
  - Health & Safety standards are met
- Hold regular meetings with the Client and Contractor to agree any changes, variations and extension of time as a result of any changes
- Agree monthly valuations
- Be available to answer any queries or concerns the Client may have at anytime



Handover duties include but not limited to the following:

- Agree and oversee any snagging
- Agree Building Control sign off
- Agree Warrantee provider sign off
- Compile and produce O&M (operation and maintenance) manuals
- Handover any other project specific documentation & warrantee certificates
- Show the Client how everything works
- Be on-hand during moving in day and beyond to ensure a smooth and pleasant occupation of your new home
- Become good friends thereafter...



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# What are your Project Management options as a self-builder?

- Self manage your build
- Employ a professional project manager
- A combination of both
- Contractor project management



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# What can you do to help reduce overall costs?

- Cost Plan
- Try to avoid too many changes
- Try to avoid too many provisional sums
- Agree any variations ahead of instructing the works
- Avoid delays by making decisions in a timely manner
- Employ a professional to help you





# Typical Cost Plan

Drake & Reynolds  
CONSTRUCTION CONSULTANTS



1 Dawes Court, High Street,  
Esher, Surrey, KT10 9QD  
Telephone: 01483 862 666  
www.drakeandreynolds.co.uk

## PRE TENDER ESTIMATE

for the

CONSTRUCTION OF A NEW  
DANCE STUDIO

at

LONGVILLE MANOR, NINE MILE  
RIDE, BRACKNELL RG12 7PB

February 2025

LONGVILLE MANOR, NINE MILE RIDE, BRACKNELL RG12 7PB CONSTRUCTION OF A NEW DANCE STUDIO	
Section 1 - Project Description	
<p>1 The project comprises the construction of a new dance studio, together with associated works.□</p> <p>2 The Cost Plan has been based on the drawings and document shown on the following:</p> <p>Moreno Masey Drawing Issue Sheet dated 21st January 2025</p> <p>Atlas Consultants documents:</p> <p>SK01</p> <p>SK02</p> <p>SK03</p> <p>SK04</p> <p>SK05</p> <p>Calc Package</p> <p>Edware Pearce MEP Package Dated 25th January 2025</p> <p>3 Please ensure that all the assumptions and exclusions detailed in Section 4 are read and understood, to fully understand the inclusions within this assessment.</p>	
Section 1 - Project Description	

LONGVILLE MANOR, NINE MILE RIDE, BRACKNELL RG12 7PB CONSTRUCTION OF A NEW DANCE STUDIO		
Section 2 - Elemental Summary		
Ground Floor	178	
TOTAL	178	
Element	Cost (£)	£/m2
Shell & Core Works		
Demolitions & Alterations	5,750	32
Substructure	68,000	382
Frame	48,300	271
Upper Floors	0	0
Roof	151,360	850
Stairs	0	0
External Walls	59,910	337
Windows & External Doors	58,650	329
Internal Walls & Partitions	16,625	93
Internal Doors	3,155	18
Shell & Core Works Sub Total	411,750	2,313
Fit Out Works		
Wall Finishes	16,540	93
Floor Finishes	53,335	300
Ceiling Finishes	16,270	91
Decorations	18,740	105
Fixtures & Fittings	22,900	129
Sanitary Appliances	10,663	60
Mechanical & Electrical	96,620	543
Fit Out Works Sub Total	235,068	1,321
External Works	46,750	263
Drainage	5,950	33
External Services	4,450	25
Construction Cost	703,968	3,955
Main Contractor Preliminaries @ 13%	92,000	517
Main Contractor Design Fees @ 0	0	0
Main Contractor Overheads & Profit @ 15%	119,000	669
Price and Design Risk @ 3%	24,000	135
TOTAL CONSTRUCTION COST	939,000	5,275
Section 2 - Elemental Summary		



LONGVILLE MANOR, NINE MILE RIDE, BRACKNELL RG12 7PB				
CONSTRUCTION OF A NEW DANCE STUDIO				
Section 3 - Cost Plan Details				
Description	Qty	Unit	Rate	Total
DEMOLITIONS & ALTERATIONS				
Isolate Services	1	item	750	750
General Site Clearance inc Steps, Walls, Paths & Soft Landscaping	1	item	5,000	5,000
Demolitions Sub-Total				5,750
SUBSTRUCTURE				
Excavate To Reduce Levels & Cart Away	135	m3	90	12,150
Excavate Foundations - 600-850mm Wide x 1000mm Deep & Cart Away	51	m3	95	4,845
Concrete Foundations 800mm Deep	42	m3	205	8,610
150mm Compacted Hardcore	33	m3	120	3,960
50mm Sand Blinding	180	m2	15	2,700
2 Layers A393 Mesh	180	m2	32	5,760
200mm C25/30 Concrete Slab	36	m3	575	20,700
Tamped Finish	180	m2	10	1,800
Isolated Formwork	65	m	25	1,625
Substructure Blockwork	30	m2	65	1,950
Substructure Brickwork - PC Sum £950/1000	20	m2	195	3,900
Substructure Sub-Total				68,000
FRAME				
Supply and Fit Steelwork for both Beam & Beam B	7.50	T	4,500	33,750
Connections	1	item	2,500	2,500
Padstones	26	nr	200	5,200
Windposts	1	item	1,500	1,500
Lintels IG or Catnic or Similar	1	item	2,850	2,850
Temporary Support and Builders Work Associated with Steelwork Installation	1	item	2,500	2,500
Frame Sub Total				48,300
UPPER FLOORS				
No Works				
Upper Floors Sub Total				0

LONGVILLE MANOR, NINE MILE RIDE, BRACKNELL RG12 7PB				
CONSTRUCTION OF A NEW DANCE STUDIO				
Section 3 - Cost Plan Details				
Description	Qty	Unit	Rate	Total
ROOF				
Main Roof & Lower Roof				
100x50mm Roofplate Bedded	65	m	8	520
Strapping at Roof Plate Level	65	m	15	975
100x50mm C24 Pitched Roof Rafters - High Level Turret	10	m2	125	1,250
100x50mm C24 Pitched Roof Rafters - High Level Slopes	110	m2	85	9,350
150x50mm C24 Pitched Roof Rafters - High Level Slopes & Hips	10	m2	95	950
150x50mm C24 Flat Roof Joists Lined & Into Steel Webs	190	m2	90	17,100
Bracing & Infill Timbers	1	item	500	500
Sundries	1	item	750	750
Tilt Fillet	65	m	6	390
Vapour Barrier	305	m2	5	1,525
100mm Kingspan Insulation Between Rafters	120	m2	45	5,400
150mm Kingspan Insulation Between Rafters	10	m2	65	650
240mm Knauf Rockslk Insulation Flat Roof Insulation	175	m2	70	12,250
Construct & Line Valley Gutter	35	m	125	4,375
Supply & Lay Breather Membrane, Battens, Grey Slate Tiles	130	m2	175	22,750
Ridges & Hips	85	m	65	5,525
Rolled Lead Flat Roof Coverings including Hips & Membranes	175	m2	265	46,375
Mop Top Rolls	100	m	65	6,500
Upstands	55	m	45	2,475
Outlets	1	item	950	950
Aluminium Half Round Section Gutting & Brackets	55	m	70	3,850
Aluminium Round Downpipes inc Brackets	15	m	60	900
Flashings	1	item	1,500	1,500
Facia & Soffit inc framed	65	m	55	3,575
Bargeboards inc frame	15	m	65	975
Roof Sub Total				151,360
STAIRS				
No Works				
Stairs Sub Total				0

LONGVILLE MANOR, NINE MILE RIDE, BRACKNELL RG12 7PB				
CONSTRUCTION OF A NEW DANCE STUDIO				
Section 3 - Cost Plan Details				
Description	Qty	Unit	Rate	Total
<b>EXTERNAL WALLS</b>				
Cavity Wall Comprising 100mm Block, 320mm Cavity, 170mm Knauf Rocksilk Insulation and 100mm Block - Bradstone Stone Slips	35	m2	375	13,125
As Above But Curved	15	m2	425	6,375
Cavity Wall Comprising 100mm Blockwork,320mm Cavity,170mm Knauf Rocksilk Insulation and 100mm Blockwork	135	m2	185	24,975
Lime Render & Trims	100	m2	115	11,500
Isolated Piers	6	nr	285	1,710
Cavity Trays	65	m	15	975
Sundries	1	item	1,250	1,250
<b>External Walls Sub Total</b>				<b>59,910</b>
<b>WINDOWS &amp; EXTERNAL DOORS</b>				
External Composite Metal Windows				
Window Unit 2730x2660 Inc Curved Fanlight	2	nr	7,850	15,700
Window Unit 800x1300	5	nr	2,450	12,250
Window Unit 3195x600	3	nr	2,950	8,850
External Doorsets				0
Door Unit 2730x2660 Curved Fanlight	1	nr	10,250	10,250
Composite Pannelled Doorset 894x2073	3	nr	3,250	9,750
Trims,Cover Mouldings	1	item	750	750
Windowboards	10	m	35	350
Mastic	1	item	750	750
<b>Windows &amp; External Doors Sub Total</b>				<b>58,650</b>
<b>INTERNAL WALLS &amp; PARTITIONS</b>				
IW 01 - 70mm C Stud Wall & 1 x 12.5mm Siniat Board 1 Side Only	35	m2	75	2,625
IW 02 - 90mm C Stud Wall & 1 x 15mm Siniat Board Each Side	70	m2	95	6,650
IW 03 - 70mm C Stud Wall & 1 x Plywood & 1 x Aquapanel Board - Shower Room	10	m2	110	1,100
1 Layer Aquaboard, MF Framed To Blockwork - Turret Areas	35	m2	100	3,500
IW 04 - 215mm Blockwork & 12.5mm Board - Plant Room Walls	15	m2	120	1,800
Supply & Install Internal Lintels	3	nr	150	450
Isolated boxings & Framing to SVPs etc	1	item	500	500
				0
<b>Internal Walls &amp; Partitions Sub Total</b>				<b>16,625</b>

LONGVILLE MANOR, NINE MILE RIDE, BRACKNELL RG12 7PB				
CONSTRUCTION OF A NEW DANCE STUDIO				
Section 3 - Cost Plan Details				
Description	Qty	Unit	Rate	Total
<b>INTERNAL DOORS</b>				
Supply and fit the following doors inc lining:-				
Door By Trunk Doors, Solid Finish , Primed, Incl Lining	2	nr	785	1,570
Ditto But With Vision Panel	1	nr	985	985
Ironmongery to above PC Sum £200/leaf (labour inc above)	3	nr	200	600
<b>Internal Doors Sub Total</b>				<b>3,155</b>
<b>WALL FINISHES</b>				
12.5mm Plasterboard to Internal Face of Internal Walls	95	m2	25	2,375
3mm Skim to Plasterboard Walls	270	m2	20	5,400
3mm Skim to Blockwork	15	m2	20	300
Timber Panelling	15	m2	55	825
Wall Tiling - Kitchenette - PC Sum £40/m2	3	m2	165	495
Wall Tiling - Shower Room - PC Sum £40/m2	3	m2	165	495
Tadelakt	35	m2	150	5,250
Mirror to Gym - 2000 x 1500	2	nr	450	900
Mirror to Showers - 605 x 895	1	nr	500	500
<b>Wall Finishes Sub Total</b>				<b>16,540</b>
<b>FLOOR FINISHES</b>				
100mm Fibrescreed,vcl, with 120mm Thermal Rockfloor Insulation New Ground Floors	178	m2	135	24,030
Harlequin 3mm Sprung Flooring	125	m2	110	13,750
Esp Fitness Sprung Gym Flooring	20	m2	210	4,200
Limestone Floor Tiling - PC Sum £62.50/m2	15	m2	175	2,625
Porcelain Floor Tiling - PC Sum £76.00/m2	9	m2	195	1,755
Enveloping to Showers	1	nr	150	150
Quarry Tiled Floor Finish - PC Sum £135.00/m2	5	m2	250	1,250
Allowance for Tiled Skirtings	25	m	55	1,375
100mm MDF Skirtings with shadow gap	50	m	75	3,750
Mastic sealant to Floor Finishes	1	item	450	450
<b>Floor Finishes Sub Total</b>				<b>53,335</b>



LONGVILLE MANOR, NINE MILE RIDE, BRACKNELL RG12 7PB CONSTRUCTION OF A NEW DANCE STUDIO				
Section 3 - Cost Plan Details				
Description	Qty	Unit	Rate	Total
<b>CEILING FINISHES</b>				
Form Angled, Sloping Timber Bulkhead - 1 x 1 x 1.5 Insulated	17	m	65	1,105
Form Angled, Sloping Timber Bulkhead - 0.8 x 0.8 x 1.2 Insulated	23	m	55	1,265
12.5mm Fireline Plasterboard & 3mm Skim - Skellings	50	m2	45	2,250
Siniat Ceiling Channels, 12.5mm Fireline Board & Skimmed with 50mm Quilt	120	m2	75	9,000
M/F Ceiling with 12.5mm Fireline Board & Skim with 50mm Quilt	20	m2	85	1,700
Change of Height Details etc	1	item	950	950
Cornice				Excluded
<b>Ceiling Sub Total</b>				<b>16,270</b>
<b>DECORATIONS</b>				
Decorate Whole House Internally - Ceilings & Walls	178	m2	80	14,240
Decorate House Externally (timber work only)	1	item	4,500	4,500
<b>Decorations Sub Total</b>				<b>18,740</b>
<b>FIXTURES &amp; FITTINGS</b>				
Kitchen Installation inc White Goods	1	item	10,000	10,000
Changing Room Joinery	1	item	6,500	6,500
Gym Cupboard	1	item	2,500	2,500
Ballet Barre	1	item	2,950	2,950
Isolated Shelving & Coat Hooks	1	item	950	950
<b>Fixtures &amp; Fittings Sub Total</b>				<b>22,900</b>
<b>SANITARY APPLIANCES</b>				
WC suite and mounting frame	1	nr	4,815	4,815
WHB; basin inc vanity, exposed bottle trap and mixer	1	nr	2,714	2,714
Shower Cubicle; inc shower fittings and valves	1	nr	959	959
Tanking of shower	1	nr	950	950
Towel Rails	1	nr	300	300
Towel Ring	1	nr	75	75
Soap Basket	1	nr	150	150
Paper Holder and Spare	1	nr	200	200
Mirrors	1	nr	350	350
Mastic	1	nr	150	150
<b>Sanitary Appliances Sub Total</b>				<b>10,663</b>

LONGVILLE MANOR, NINE MILE RIDE, BRACKNELL RG12 7PB CONSTRUCTION OF A NEW DANCE STUDIO				
Section 3 - Cost Plan Details				
Description	Qty	Unit	Rate	Total
<b>MECHANICAL &amp; ELECTRICAL INSTALLATIONS</b>				
Disposal Installations inc wastes to all fittings	5	nr	500	2,500
Water Installation inc H&C copper pipework to all fittings inc External tap	7	nr	450	3,150
Installation of Sanitaryware	3	nr	350	1,050
Heating Installation - UFH	178	m2	135	24,030
Air Source Heat Pump				Excluded
Ventilation System (extract Fans only)	178	m2	30	5,340
AC Installation	2	nr	4,500	9,000
Electric Installation	178	m2	175	31,150
AV Installation	178	m3	50	8,900
PV installation				Excluded
BWIC - allowance @ 5%	1	item	4,000	4,000
Allowance for Design Fees for CPD Portion	1	item	7,500	7,500
<b>Mechanical &amp; Electrical Installations Sub Total</b>				<b>96,620</b>
<b>EXTERNAL WORKS</b>				
Retaining Wall Including Coping	15	m	1,400	21,000
Indian Sandstone Paving Including Formation	75	m2	270	20,250
Construct Clad Steps - 5 Riser	1	item	5,500	5,500
Soft Landscaping				Excluded
Planters				Excluded
<b>External Works Sub Total</b>				<b>46,750</b>
<b>DRAINAGE</b>				
Foul & Surface Water Adaptions To Suit New Works	1	item	5,500	5,500
Testing	1	item	450	450
<b>Drainage Sub Total</b>				<b>5,950</b>
<b>EXTERNAL SERVICES</b>				
Service Adaptions To Suit New Works	1	item	3,500	3,500
Trenching to last supplies	1	item	950	950
<b>External Services Sub Total</b>				<b>4,450</b>
<b>WORKS COST SUB TOTAL (carried forward)</b>				<b>703,968</b>

LONGVILLE MANOR, NINE MILE RIDE, BRACKNELL RG12 7PB  
CONSTRUCTION OF A NEW DANCE STUDIO

Section 4 - Basis of Costs and Exclusions

The following Basis of Costs and Exclusions have been made in the production of this Cost Plan:

**Basis of Costs**

- 1 The Cost Plan has been based on the drawings listed in Section 1 as provided by the Client/Client's professional team
- 2 Refer to the descriptions in the cost plan section for the various allowances made in respect of the level of specification / works required.
- 3 Costs as at 1Q25.

**Assumptions & Clarifications**

- 1 Preliminaries are costs expended by the Contractor to enable the construction of the project e.g. site labour, site welfare, hoarding, Health & Safety, parking fees, scaffold. Craneage etc.

**Exclusions**

- 1 VAT.
- 2 Design & Professional Fees
- 3 Section 108/278 contributions.
- 4 Phasing of the works / separate contractors working on the same site.
- 5 Works outside the site boundary.
- 6 Party Wall Awards / Costs.
- 7 Tender Price Inflation.
- 8 Loose FF&E or other interior design items inc wall/pendant lighting
- 9 Substructures - no contamination remediation works
- 10 Reuse of any existing materials unless specified
- 11 Works as a result of any arboricultural reports
- 12 Works as a result of any ecology reports including the presence of bats
- 13 Landscaping costs other than the allowances within Section 3 of this document
- 14 Joinery other than the allowances within Section 3 of this document
- 15 Temporary Works

Section 4 - Basis of Costs and Exclusions

# The professional team and their responsibilities

- Architect
- Planning Consultant
- Structural Engineer
- Project Manager
- Quantity Surveyor
- Contract Administrator
- Lighting Designer
- M&E Designer
- Interior Designer
- Landscape Designer





# How does a Project Management company charge?

- Fixed rate, hourly, daily, weekly or monthly
  - Pre Start - usually an hourly rate
  - Post start- usually a day or week rate
- Fixed price – Can lead to problem if the project runs over time
- Percentage of build cost – encourages overspend



# At what stage should you employ a Project Manager

- Ideally once planning has been granted
- As soon as works on site start
- At any stage of the project
- When you need a break
- If the project runs into difficulties





## Case Study - Wadhurst, East Sussex

Client & PM managed



A substantial SIPS new build for a self build Client, incorporating air tightness principals and a heat recovery system to provide a very energy efficient home. Designed in the Arts and Crafts style, the interior features bespoke joinery, feature staircase and panelling. Modern technology is concealed throughout the property including a fully integrated Luxone Control System for the audio, lighting, heating, ventilation and security.



## Case Study - Gerrards Cross, Buckinghamshire



PM managed for 'shell and core'  
Client managed thereafter

Set over four floors this substantial new build in Gerrards Cross includes a basement with indoor swimming pool and leisure facilities.

Traditional construction incorporating air tightness principals including air source heat pump for whole house heating, heat recovery system and air conditioning. This highly specified property includes a fully integrated home automation system to control the lighting, heating, ventilation, AV and security.

## Case Study - Pamber Green Hampshire



### Contractor Project Managed

A contemporary new build for a self-build client.

Cosy Cottage is a timber framed eco home incorporating an air source heat pump for whole house heating, solar panels and an MVHR heat recovery system. The interior benefits from a home automation system to control the lighting, AV, heating and cooling, and security systems.



## Case Study - Binfield Heath, Berkshire



### Client & PM managed

Maple House is an Eco home using traditional construction methods but incorporating passive house principals to provide a very energy efficient home including air source heat pump for whole house heating, heat recovery system, air conditioning, solar panels and three phase battery storage. The interior benefits from a very high specification including Lutron lighting and a fully integrated Savant System to control the audio, lighting, heating and cooling, ventilation and shading.



Thank you for your time today. Please feel free to reach out should you have any queries in future.

Kind regards

Simon Dane

07831 877744

[simon@samueljamespm.co.uk](mailto:simon@samueljamespm.co.uk)



[www.samueljamespm.co.uk](http://www.samueljamespm.co.uk)

