

Construction Management Plan

One page per topic: how the job will be run, who is responsible and what is still open

Project	4-bedroom bungalow (example)	Location	Lugbe, Abuja
Client	Mr & Mrs Adeyemi (example)	Contractor	Example Builders Ltd
Project manager	Engr. (name)	Revision	Rev 1 — 13 Oct 2026

SCOPE & DOCUMENTS

Item	Plan / requirement	Responsible	Status
Approved drawings	Architectural, structural, M&E drawings — latest revision on site at all times	Architect	Done
Building permit	Development permit from AMMC/Development Control displayed on site board	Client	Done
Bill of Quantities	Priced BoQ agreed and signed with contract	QS	Done

SCHEDULE & REPORTING

Item	Plan / requirement	Responsible	Status
Programme	Gantt chart updated weekly; 20-week duration	Contractor	Ongoing
Daily site report	Weather, labour, work done, deliveries, issues — sent to client every evening	Site supervisor	Ongoing
Progress meeting	Fortnightly on site with client and consultants	PM	Ongoing

COST CONTROL

Item	Plan / requirement	Responsible	Status
Budget tracking	Actual vs estimate per section reviewed monthly	QS	Ongoing
Variations	No extra work without a signed variation order	PM	Ongoing
Valuations & payments	Stage payments against signed interim valuation; 5% retention	QS / client	Ongoing

PROCUREMENT

Item	Plan / requirement	Responsible	Status
Materials	Cement, blocks, rods ordered against BoQ with 3 supplier quotes for items over ₦500k	Contractor	Ongoing

Material testing	Block crushing test and concrete cube tests at 7 and 28 days	Engineer	Pending
Storage & security	Lockable store, cement on pallets off the ground, delivery log	Storekeeper	Done

HEALTH, SAFETY & ENVIRONMENT

Item	Plan / requirement	Responsible	Status
Site safety	PPE compulsory, toolbox talk every Monday, first aid box on site	HSE officer	Ongoing
Neighbours & traffic	Deliveries 8am-5pm only, road kept clear, dust damped in dry season	Supervisor	Ongoing
Waste	Debris cleared weekly by licensed waste contractor	Contractor	Ongoing

QUALITY

Item	Plan / requirement	Responsible	Status
Inspections	Engineer to inspect reinforcement before every concrete pour	Engineer	Ongoing
Snagging	Snag list walk-through 2 weeks before handover	PM	Pending

RISKS

Item	Plan / requirement	Responsible	Status
Rainy season	Plan substructure and roofing outside peak rains; tarpaulins on site	PM	Ongoing
Price increases	Buy rods and roofing early; 5% contingency in budget	QS	Ongoing

CONTACTS

Role	Name & company	Phone	Email
Client	Mr & Mrs Adeyemi (example)	080x xxx xxxx	
Architect			
Structural engineer			
Quantity surveyor			
Contractor	Example Builders Ltd		

Free template from [NigeriaBuildingCost.ng](https://nigeriabuildingcost.ng). Rates are indicative (Oct 2026) — check current prices in your location before relying on any figure.

Faster option: use the free Track My Build (free project tracker) at <https://nigeriabuildingcost.ng/construction-management-software-nigeria>