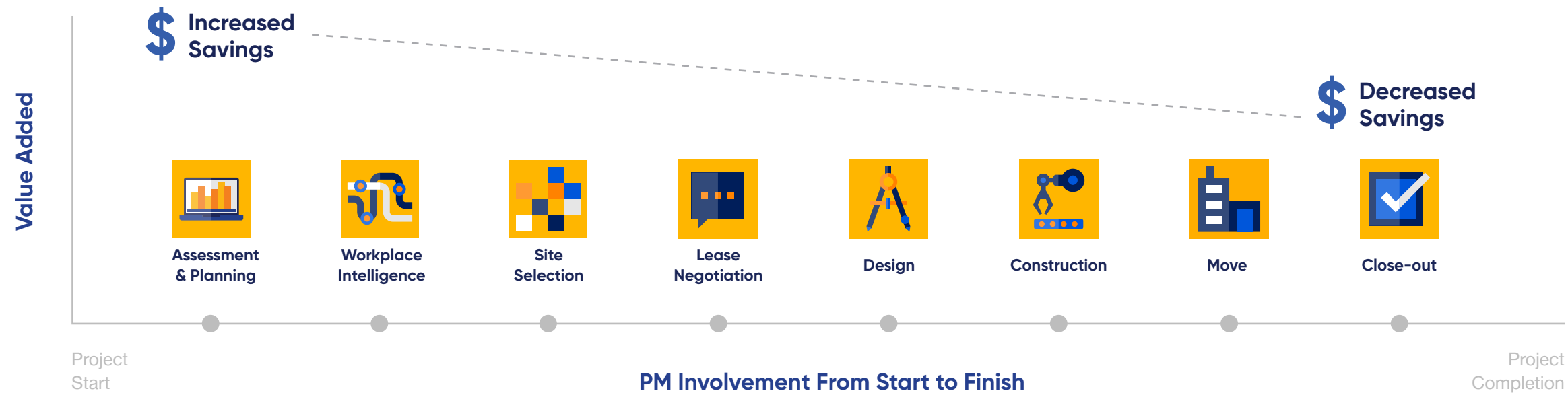


Integrating Transaction and Project Management

There are positive effects of integrating project and transaction management from the beginning.

Transaction managers and project managers excel in their own fields. But to thoroughly understand, evaluate and execute the most cost-effective, timely and seamless delivery of your project, they should both be at your table from day one and remain with you throughout the life of the project. Transaction managers shouldn't disappear after the lease is signed and project managers shouldn't enter the project when you're developing design plans. Though each have their own skill sets, transaction and project managers often complement one another. Together, they offer a nuanced understanding of the project and, in collaboration with financial analysts and workplace consultants, can develop a solution that achieves your workplace vision while also adhering to your budget and schedule.



Roles and Responsibilities

Transaction Managers are unbiased, market experts

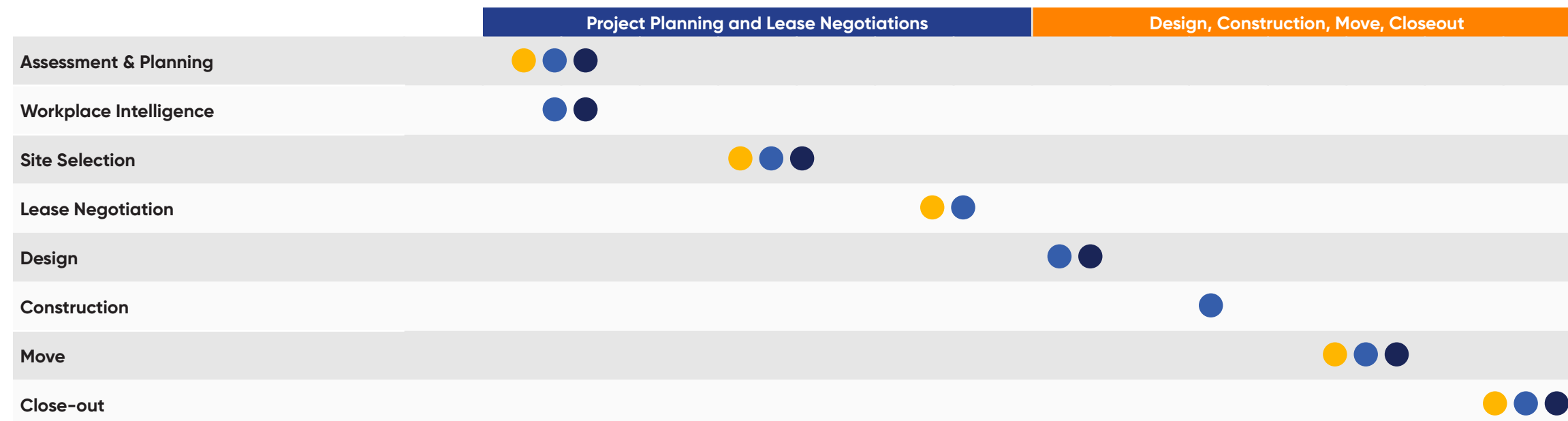
- Identify and select market options
- Shortlist relocation options
- Prepare and submit RFPs
- Analyze RFP responses
- Prepare and submit counter offers
- Select finalists
- Negotiate/redline lease
- Prepare lease summary

Project Managers manage design, construction, move and close-out

- Pre-qualify contractors
- Oversee planning and design
- Develop value engineering concepts
- Tour each building with contractor
- Update budget for TI negotiations
- Finalize budget and schedule
- Negotiate work letters
- Oversee construction, FF&E and close-out

Team Involvement

More than 70% of a typical project requires the expertise and oversight of both a transaction manager and a project manager.



Key

- Transaction Management
- Project Management
- Workspace Planning