

PRESENTATION

PROJETS & TECHNICAL DEPARMENT IN SPAIN



INAPTK's TRACK RECORD

- Company created in 2012
- Our engineers have over 15 years' experience providing **added value** to the **business real estate** sector



INAPTK, TODAY

INAPTK is a specialist in the **design** and the **construction** of real estate solutions dedicated to **businesses**.

INAPTK participates mainly in **DESIGN AND BUILD** guaranteeing a **commitment** in **price, quality** and **delivery deadlines**.

INAPTK participates in new **developments** but also in complex industrial **projects** and **renovation**.

A sole **intermediary** who will be by your side in all of the project's stages in order to **minimize** your **risk**.

WHY INAPTK?

A global management company to tackle the **MANAGEMENT** aspects of your logistics buildings and office **PROJECTS**.

The **essential cornerstones** are:

- **DESIGN**
- **ADAPTABILITY to the client's needs**
- **QUALITY**
- **PRICE**

PROJECT MANAGEMENT

WHAT IS A PROJECT?

A **PROJECT** is a **temporary** effort, the commitment of which is to create a unique product or service which is elaborated progressively.

- Temporary means that it has a specific start and end date.
- Unique means that the product or service is different in some of its characteristics to other similar products which could already exist or not.
- **Progressive elaboration** applies to the characteristics of the service or product and means that such characteristics will be carried out step by step, incrementally.

“A project has a specific objective, an established budget, and an organization (perhaps temporary and which can be dismantled upon finalization)”



HOW does INAPTK carry out its project management?

INAPTK executes its projects based on the following Management Module Elements:

- **Integration.** The different elements of the project are adequately coordinated.
- **Scope.** The project includes all the tasks and only the tasks needed to successfully complete the project.
- **Time.** The project is completed on time.
- **Cost.** The project is completed within the agreed upon budget.
- **Quality.** The project will fulfill the needs for which it was created.
- **HR.** The involved resources are utilized efficiently.
- **Communication.** The project information is generated, compiled, divulged, stored, and destroyed on time and in an adequate manner.
- **Risk management.** The project's risks are identified, analyzed, and acted upon.
- **Project closure.** Licenses and administrative procedures.

Integration

Ultimate aim in Project Management

Make sure that everything works correctly.

MAIN ACTIVITIES IN INTEGRATION:

- **Coordinate** and align the project's activities with the process groups.
- The **Unification, integration,** and **consolidation** are crucial in order to attain the project's aims and the **stakeholders'** satisfaction.
- Adequate **management** of the processes for project management.
Formally authorizes the project... Vests the Project Manager with the authority to use the resources of the organization.

Scope

Project Scope Management

What is Project Scope Management?

- The processes needed to make sure that the project includes all the required tasks and ONLY the required tasks to complete the project satisfactorily.

What does it consist of?

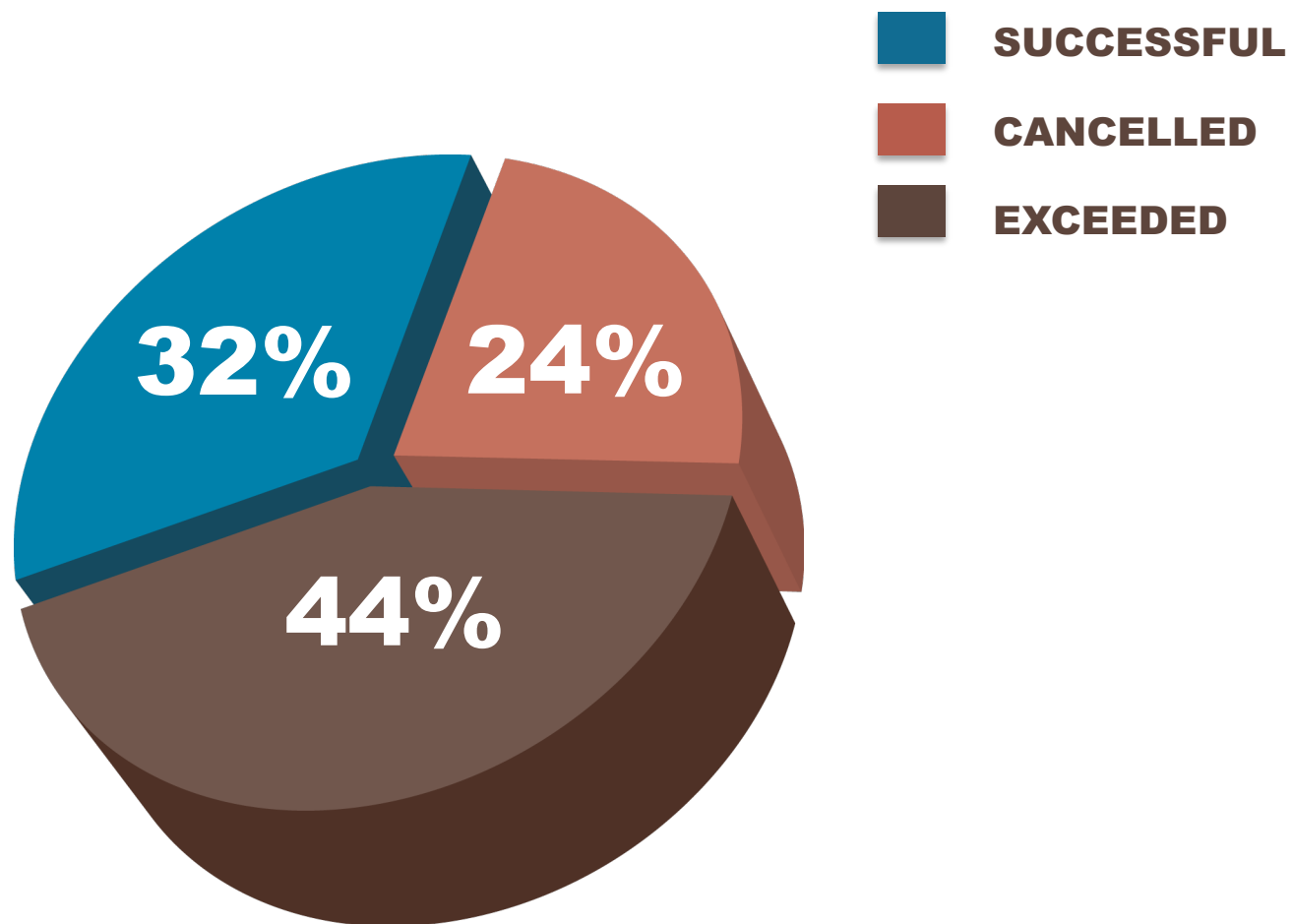
- Constantly making sure that the work has been completed
- Use the change request system
- Make sure that all changes are integrated
- Define and control what is and what is not part of the project
- Avoid additional work or “Gold Plating”

Why is Scope Management important?

- ✓ So as not to do more than is required in a project
- ✓ So as not to do less than is required in a project
- ✓ So as not to incur in additional expenses
- ✓ So as to control changes
- ✓ **Because only 32% of projects are models of success**



PROJECT MANAGEMENT SKILLS



What is a **successful project**?

The one which complies with the laid-out

SCOPE
TIME
COST
QUALITY.



Time

Project Time Management

What is Project Time Management?

- **Define** and **organize** the activities within the project.
- **Determine** what the needed resources are
- **Determine** the duration of the activities
- **Develop** a plan
INAPtk develops its plans based in a **FAST TRACK** concept
- **Control** the planning

What is Time Management good for?

- ✓ Meet deadlines
- ✓ Plan tasks
- ✓ Plan resource availability
- ✓ Create options and meet **deadlines**

Project Time Management

Define the activities

What is **define the activities**?

- **Identifying** and **documenting** the work that is to be executed.
- The **“work packages”** are broken down into smaller tasks that can be estimated.
- These tasks (schedule activities) **are the basis to estimate, plan, execute, monitor, and control** the work of the project.

Sequence the activities

What is **sequence the activities**?

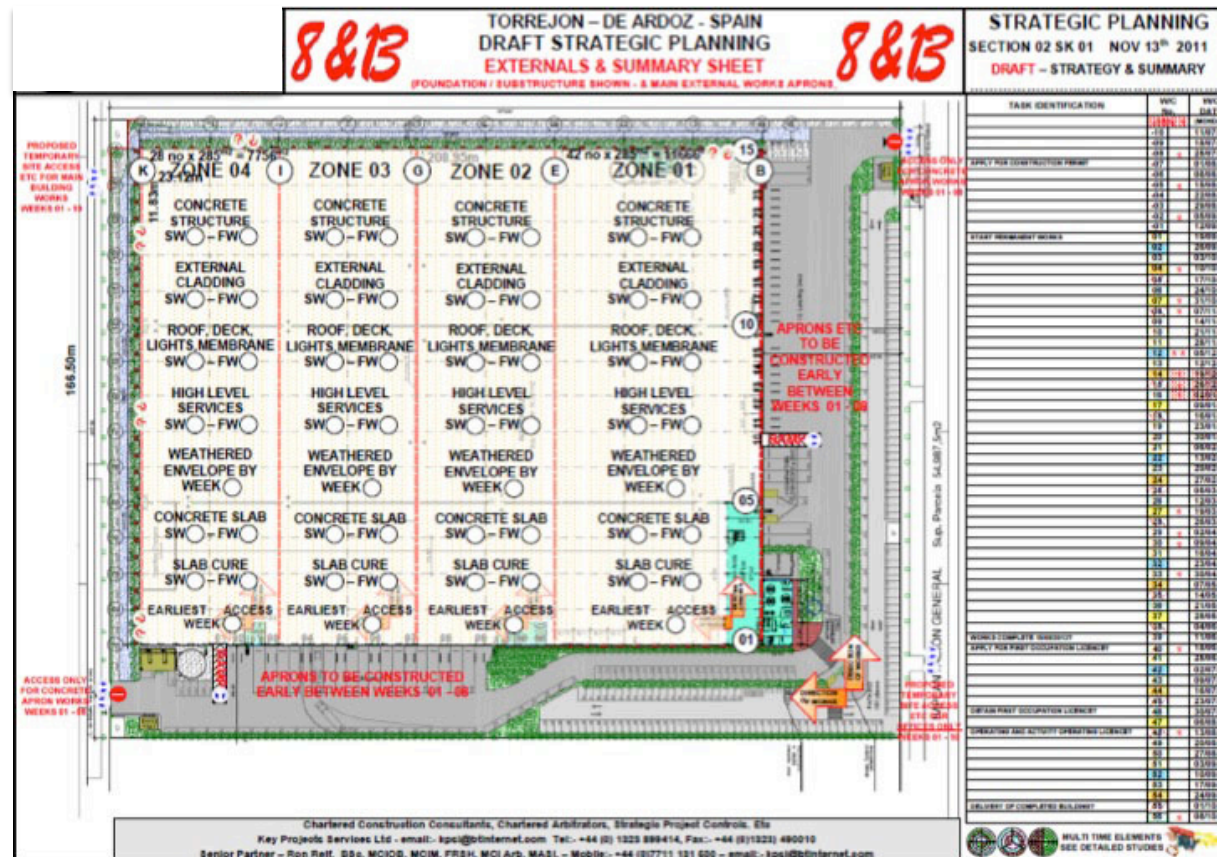
- **Identifying** and **documenting** the logical relationships between **“schedule activities”**
- Considering **synergies** between activities
- If possible, considering **resources** and **durations**
- The sequence of activities can be done **manually** or with specific **software**

MAXIM →

A task is started when the preceding one is finished (work by MODULES)

Project Time Management

(Fast Track Concept)



Cost

Project Cost Management

- Includes the **PLANNING, ESTIMATION, BUDGET** and **COST CONTROL** so the project is finished within the budget
- Project Cost Management is primarily **CENTERED** in the **COST OF THE RESOURCES**. Later on, in the project's **COST OF DECISIONS** and in the product, service, or result **MAINTENANCE COSTS**
- In small projects **ESTIMATE COST** and **DETERMINE BUDGET** are processes that can be MIXED UP, even though the tools and techniques of each of them are different

TYPES OF COSTS VERIFIED BY INAPtk

- ✓ **VARIABLE** costs: any cost that varies depending on the workload or as a result of production (e.g. the cost of the materials)
- ✓ **FIXED** cost: any cost which stays fixed regardless of the workload or production (e.g. rent cost, tools)
- ✓ **DIRECT** cost: the cost which is directly attributable to the work on the project (e.g. commuting costs, daily allowances, materials)
- ✓ **INDIRECT** cost: on time or costs incurred to obtain benefits in more than one project (e.g. taxes, extended benefits)

Project Cost Management

What does cost estimation imply?

- Developing an **approximation** of the **costs** of the necessary resources in order to complete each scheduled **LOT**
- **Variations and RISKS** considered

INAPtk analyzes each of the elements that can influence in the final cost of the product. In this way, **INAPtk** can offer their clients a **FIRM** and closed price.

Limitations

- INAPtk acts as an Engineering firm, but with enough capacity and market knowledge to give their clients a closed price.
- The price guarantee is given at the “closing of the purchase of the lots”.
- Deviations can be treated with the client and they can even be reverted.

BECAUSE

- INAPtk does not get a margin on the executed works... The fees are fixed.
- However, improvement on the margin can always be reverted to the final product.

General contractor

ON THE OTHER HAND, **INAPtk** can also work as a general contractor... risk assumption of the contractor involves a CONSTRUCTION MARGIN.

Quality

Project Quality Management

Modern **QUALITY** management recognizes the **IMPORTANCE** of:

- Client satisfaction: understanding, evaluation, definition, and management of the expectations in order to fulfill the client's requirements.
- Prevention regarding inspections: the cost of error prevention is generally smaller than the cost of correcting them.

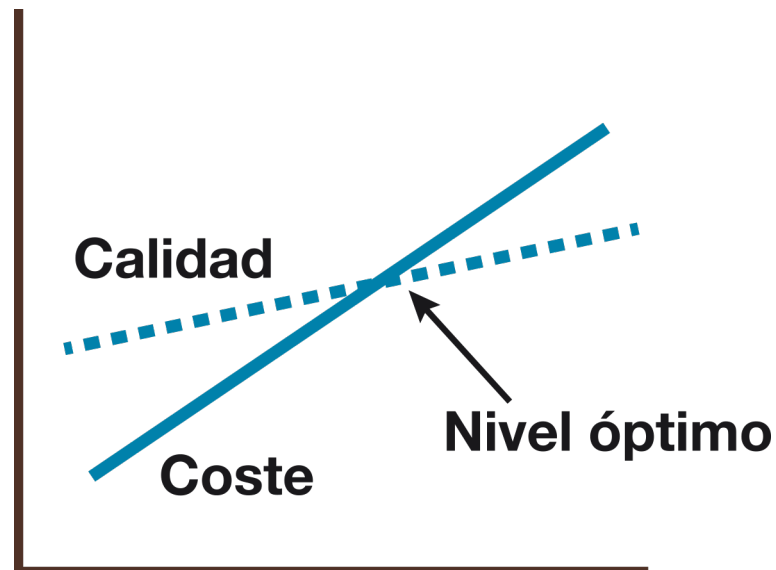
THE IMPORTANCE OF QUALITY AND WHEN IT IS TO BE IMPLEMENTED, HAS AN IMPACT IN:



Project Quality Management

INAPtk is developing its Quality Plan
Based in 35 **MANAGEMENT** points

The optimal quality grade is reached when the incremental benefit of the improvements **matches** the incurred cost...



Summary of points to consider in quality items:

0	Audit control plan	19	Control sheet for insulated cladding
1	Ground boundary lines	20	Slab preparation meeting and actions
2	Building setting-out	21	Plate bearing tests
3	Management of drawings & technical documents	22	Altimetric survey of the platform
4	Distribution of meeting minutes	23	Application of standard details
5	Distribution of contracts	24	Daily check of slab quality assurance plan
6	Drawings of underground drainage	25	Concrete delivery and water / cement ratio
7	Drainage network calculation	26	Analysis of concrete test results
8	Control of underground drainage construction	27	Slab QAP synthesis, slab flatness
9a	Civil works check-out	28a	Air conditioning, heating network, plumbing, fire hose reel, and sprinkler network tests
11	Drawings of underground sprinkler network	30	Check of inter-company support
12	Construction check of underground sprinkler network	31	Building control and insurance remarks
13	Pressure test of underground sprinkler network	32	Product and sample approval
14	Flushing of underground sprinkler network	33	Pre-snag list
15	Altimetric survey of superstructure setting-out	34	Building height conformity when ESFR sprinkler heads
16	Visual inspection of superstructure	35	Geotechnical control of slab and roadways platforms
17	Visual check of concrete bearings	36	
18	Roof start up meeting	37	
18a	Roof construction insulation	38	

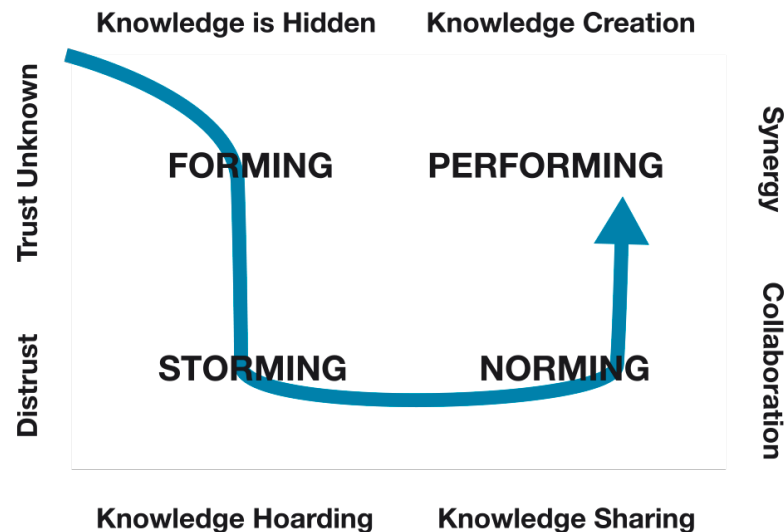
HR

Project HR Management

What is **Human Resources Management**?

- Processes that organize and manage the work team.
- Work team: people with specific roles in the project, it is important to involve them in the planning phases early on

What is **INAPtk's** objective?



Communication

Project Communication Management

What is communication management?

- Communication **management** of a **project** includes the **necessary processes** to ensure that the project **information** is **generated, distributed, stored** on time, correctly, and given to the appropriate intermediaries.
- A **Project Manager** spends **90%** of his time in **communication**.
- A Project Manager's added value lies in the **disposition** of **information**, its correct use, and its correct communication.

Control Communications

- **Control** communications in the project, in order to **verify** that information flows as planned.
- **Gauge** the **efficiency** and **effectiveness** of communications.

Risk Management

Project Risk Management

INAP^{tk} elaborates a **risk management** study at the **initial phase**, the aim must be:

TO REASSURE THE CLIENT

TO HANDLE THE DIFFERENT RISKS EFFICIENTLY

RISK MANAGEMENT PHASES

- Plan risk management
- Identify risks
- Perform qualitative risk analysis
- Perform quantitative risk analysis
- Plan risk responses
- Monitor and control risks

Project Risk Management

What is RISK?

- Any uncertain **incident** or **event** which, should it occur, would have an **IMPACT** on at least one aim of the project, such as **scope, time, cost, or quality**.

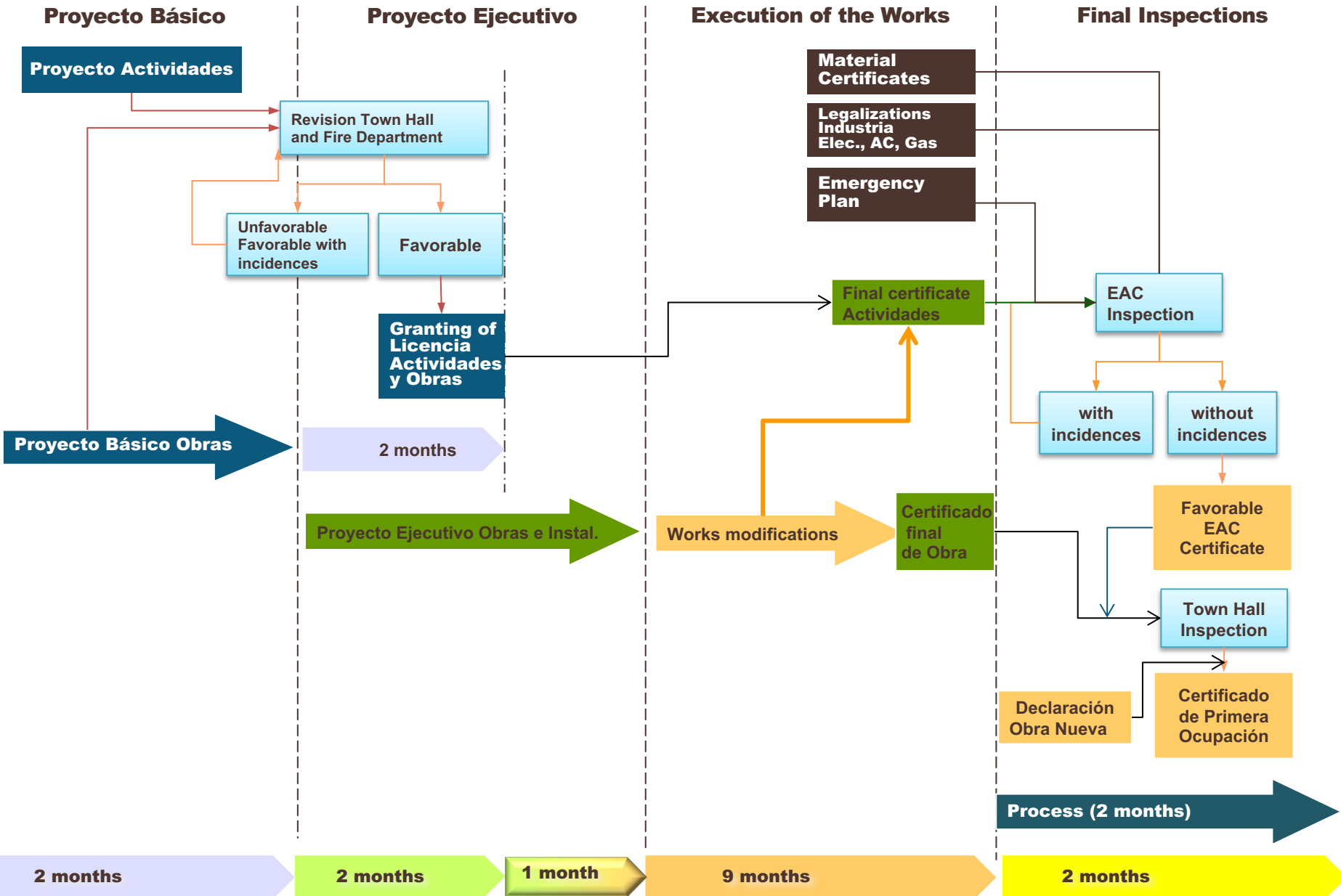
What is RISK MANAGEMENT?

- Processes related to the **planning** of risk management, **IDENTIFICATION, ANALYSIS, RESPONSE, MONITORIZATION** and **risk CONTROL** of a project.

Risk analysis gives clients enough information so, together, each project can be tackled with the MOST FAVORABLE TECHNICAL PROPOSALS.

project closure

LICENSES AND ADMINISTRATIVE PROCEDURES. Logistics projects technical-legal process



Definitions

- The **Licencia de obra** or **Licencia urbanística** or Building Permit is a permit required by the local administration for the execution of any type of construction, it requires the municipal authorization in order to carry out the works. Its objective is to check that the license application adheres to zoning regulations.
- **Licencia de apertura** is the common name of the **licencia de actividades** which is the one given to the administrative file which has the legal character and necessary documentation for the exercising of a specific activity of public or private nature.
- Different municipalities tend to have their own municipal ordinances in which they elaborate further on the legal and technical parameters, as well as on the classification of the activities.
- The classification of the activities depends on each country, region, or municipality. There are general guidelines established by each country or autonomous community to elaborate a description of the classification, two for safety and industrial regulations.
- The **Fire Department** is the competent body at the autonomous community level which authorizes the fire protection files of an industry. It is the authority in charge of monitoring, protecting, and inspecting all the projects that might have a fire risk.
- The **Legalización de Industria** is the administrative procedure of legal authorization character of the installations that compose a specific industry, generating a set of documents called industry file. The Departamento de Industria is the authorized body in charge of legalizing such files and they are regulated by each autonomous community.
- The **Entidades de Inspección y Control Industrial** (EAC/OCA) are bodies created and regulated by the autonomous communities and they are charged with the verification of the observance of the safety dispositions and requirements for industrial installations in case of significant risk to people, animals, property, or environment. They are in charge of inspecting/monitoring the legalization procedures of the different installations of an industry.



create VALUE for our clients

A **PARTNER** FOR EACH OF THE **STAGES** OF YOUR **REAL ESTATE PROJECTS**

- Legal and urbanistic advice
- Search for developer and/or investor
- Definition of the project
- Technical and architectural design
- Fitting Project-Plot-Zoning Regulations and search for optimizations (technical, economical, timelines)
- Administrative procedures
- Certifications
- Quality and Safety control procedures
- Turnkey construction
- Support in the entry into operation and maintenance
- Plot Financing
- Design
- Execution
- Operation

INAPTK, AS IT IS NOT A

CONTRACTOR, NOR AN ENGINEERING FIRM, NOT AN INDUSTRIAL COMPANY, AS A PROJECT MANAGER IT HAS COMPLETE FREEDOM TO CREATE THE TEAM OF COLLABORATORS WHO WILL BEST HANDLE THE PROJECT'S NEEDS:

- **CHOOSE** the engineering firm (or firms) best suited for the project and the experienced professionals available.
- **OPTIMIZE** the project by **aligning the interests** of the design professionals and the execution of the project with the client's interest in the medium run (price and project calendar), as well as in the long run (ten-year guarantee).
- **CHOOSE** the **best construction solutions** (e.g. steel structure, concrete, wood, combined...) and the appropriate builders for the moment and project.



focus in our client's activity

For **INAPT**K, our client's activity is the basis for our design proposal. We understand the activity by considering not only the end user, but the property, as well. The activity and its contingencies are also incorporated in the optimization of our calendar.

technical guarantee

The role of the design and the builder are merged in one single organizational unit whose objective is the client's satisfaction and the fulfillment of the agreed upon commitments.

civil liability insurance

Our civil liability insurance is provided by first-class companies who are familiar with our track record, our commitment in the long run with our customers, the quality and rigor of our professionals; it covers the activity against the risk of damages to third parties.

maintenance commitment

We commit to handling the after sales service with one-year follow-up from the handover of the works, holding the participants in the project accountable for the costs that originate when solving possible pathologies that could arise.

INAPTK hires a first-class OCT to elaborate the necessary reports in order to obtain the ten-year guarantee for the developer.

- Structures
- Waterproofing in roofs
- Waterproofing in façades
- The policy shall be free of reservations
- The reports from OCT, which shall be free of reservations, will be handed over
- Secondary works, interior flooring level

ten-year guarantee

- Basic reports to be issued: D0, D0.1, D0.2, D5.1,D5.2,D5.3, D5.4.
- Special reports to be issued: D1.1,D1.2.
- Final report to be issued: D6. Stability.
- Final report on waterproofing after observation period: D3bis. (1 year after final report.)

INAPTK team

ORGANIZATION CHART INAPTK TEAM



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ORGANIZATION CHART EXTERNAL TEAM

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Consultores en
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Studies & Projects undertaken by our team throughout his professional

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