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CURRICULUM VITAE – Phillip Burton

Name: Phillip Leon Burton
Qualifications: BA MA
Date of Birth: 20 April 1974
Nationality: British
Position: Director and Practice Manager
Marital Status: Married



Qualifications:

Microsoft
Office Specialist Master

Microsoft Office 2010
Master Specialist

Microsoft
Specialist

Managing Projects with
Microsoft Project 2013
Specialist

Microsoft
CERTIFIED
Solutions Associate

SQL Server 2012

Microsoft
CERTIFIED
Solutions Expert

Business Intelligence

Microsoft Office 2010 Master Specialist
Microsoft Office Expert – Microsoft Excel 2010 Expert
Microsoft Office Expert – Microsoft Word 2010 Expert
Microsoft Office Specialist – Microsoft PowerPoint
Microsoft Office Specialist – Microsoft Access

Microsoft Specialist: Managing Projects with Microsoft
Project 2013 Specialist

Microsoft Certified Solutions Associate: SQL Server 2012

Microsoft Certified Solutions Expert: Business Intelligence

MA (1997)
BA(Hons) (1996)

Experience – Employment History

- 2011 to Date Practice Manager of DAQS Ltd.
- 2003 to Date Director of DAQS Ltd., Construction Consultants, Quantity Surveyors, Delay Analysts
- 1999 – 2003 Director of Lordina Limited, Principal of Phillip Burton Consultancy and Computing Consultant to A. R. Pickavance providing Computing Consultancy to support quantity surveying, delay analysis, claims and expert witness services to the construction industry. Specialising in the development of computer systems and data analysis, the development and programming of database systems suited to real time control and management systems. His expertise extends to the investigation of data and the development of programmes using mainstream planning software packages. In conjunction with Roy Pickavance his expertise enables him to assist clients in developing and maintaining up to date and pro-active systems to help control and monitor the day-to-day activities of construction projects.

Brief Resumé Experience of Phillip Burton

Phillip is a Computing Consultant providing expert services in the development of computer systems and data analysis. He is a Microsoft Certified Technology Specialist. He has been certified as a Microsoft Office 2010 Master, and as a Microsoft Project 2013 Specialist.

Phillip has been involved with computing since the advent of personal computers. He is expert in the use, development and programming of spreadsheets, and has specialist expertise in the development and programming of database systems which, apart from being essential to quantum and delay analysis, are suited to non-contentious control and management systems as well as dispute resolution scenarios.

His expertise enables the practice to assist its clients in developing and maintaining up to date and pro-active systems to help control and monitor the day-to-day activities of construction projects as well as retrospective delay analysis.

He has also developed expertise and programmes to catalogue and process and control electronic data, large quantities of paper or electronic data for structured analysis and investigation.

Proficiencies

- ❑ Word processing and spreadsheets - Microsoft Word, Excel, Visual Basic for Applications, Visual Studio (Visual Basic), Microsoft PowerPoint.
- ❑ Databases – Microsoft Access, Microsoft SQL Server, Visual Basic for Applications
- ❑ Planning Software – Primavera Project Planner (P3), Oracle's Primavera SureTrak, Oracle's Primavera Risk Analysis (PertMaster), PowerProject, Asta Teamplan, Microsoft Project.

Samples of detailed analysis

- ❑ Creation of **SQL Server** correspondence and email database, for multiple concurrent interrogation.
- ❑ Source data – **158,000 files** in 1,700 folders. Correlation with spreadsheet which contains information relating to each file, reorganisation of files into useful folders for use by client, and creation of hyperlinked catalogue with file metadata.
- ❑ Source data – tens of thousands of emails in **26 PST files**. Extraction and deduplication of emails, and creation of hyperlinked catalogue with email metadata.
- ❑ Source data - 3 lever arch files of **invoices**. Creating audit trail for detailed categorisation of invoices, including multiple categorisations per invoice, to create split of invoices per categorisation for use in trial.
- ❑ Creation of **110,000 document database**, including organising downloading of correspondence of ongoing job from Middle East, OCRing, stamping, incorporating into database, and uploading to Middle East, including creating of programmes to automate these processes. Reviewing data for audit trail for 200 variations, and creation of automatic printing of PDF to create 150 paper issue files. Reduction of core bundle of 29,400 documents for reviewing by 14 consultants.
- ❑ Creation of Access database to analyse **accounting data** for prolongation claim, including 356,000 original data rows, 48,000 PDF invoices, 940 suppliers, 780 account codes and 170 workcodes. Including identifying in-out and in-out-in entries, correction of dates based on PDF invoices, date spread of invoices and depreciation of assets. Creating spreadsheet output (350,000 rows) for further spreadsheet analysis and presentation.
- ❑ Source: 42 spreadsheets and 22 pdfs. Conversion of pdfs into spreadsheet form and conversion of data into 1,550,000 source rows for **staff analysis** for disruption claim. Correlation with accounting claim for detailed staff claim.
- ❑ Source: 11,730 spreadsheets. Linearisation and conversion of **Daily Site Diaries** for analysis, allowing tracking of activities for programme review, and reasons for work not progressing. Also created summary analyses for staff, subcontractors, labour, material, and plant and equipment. Mapping of various styles of Diaries to allow single analyses across the entire 5 year period. Identifying and resolving conflicts between various types of spreadsheets. Creating automated way for identifying 250 keywords, and creation of programme based on keyword search for consultants' use.
- ❑ Source: single spreadsheet containing programme analysis from consultant. Creating analysis of staff and plant hours earned per month, per building type, calculating delays, correlating with accounting analysis, and creating automated updatable presentation for 128 type villas which allows comprehensive of **prolongation analysis** per villa in an easy to read form, overlaid with colours representing analysis from other data, allowing easy identification of concurrence and conflicting data.
- ❑ Source: 1,640 detailed percentage achieved workbooks, one per week per type of work. Creating automatic routine to import workbooks into single workbook per type. Analysis of data and resolving conflicts, and creation of drillable analysis for **infrastructure progress** 142 types/sections, based on

source data of millions of rows. Correlation with BoQ and labour spent analysis, to create earned v spent labour analysis.

- ❑ Source: 132 detailed **MEP percentage achieved** workbooks. Creation of database to import spreadsheets (5,480,000 rows), identification of data, creation of analysis, and exporting to spreadsheets in programme and detailed form for consultants' use.
- ❑ Source: one PDF with 4,650 pages. Conversion of BoQ **estimate** only available in multi-tiered report-format PDF into linearised spreadsheet in 12 hours.
- ❑ Source: 131 workbooks with **Finishings progress** data for up to 14,100 activities. Combined into one spreadsheet and created programme in spreadsheet form.
- ❑ Source: 39 workbooks with **foundation progress** data. Imported into database, correlation with estimate and variations, and calculation of earned labour. Daily spread of actual labour amongst active workfronts from Daily Site Diaries to create spent labour. Creating automated 128 analyses of earned v spent foundation labour, combined with programme data and plant earned v spent analysis.
- ❑ Source: 146 weekly workbooks with **precast progress** data. Created routine to import into master spreadsheet (360,000 rows), and creation of drilled-down graphical analysis correlated with as-planned programme.
- ❑ Source: 215 **allocation and daywork spreadsheets**, with information (one day per spreadsheet) of cross-table of individuals against work. Linearisation of spreadsheets and conversion into database for analysis of labour, materials, plant and work areas.
- ❑ Source: 59 **weekly programme review spreadsheets**, and other sources to compare it against. Conversion of spreadsheets into programme and comparison of stated actual dates. Creation of personnel movement database from several different sources, including Contractor timeclock data, and from correlation of different sources. Creating mapping from sources for comparison, leading to a disproving of the reliability of Contractor timeclock data.
- ❑ Analysis of 10-lever arch files of **hand written allocation sheets**. Design database, design control parameters and manual for data inputers, develop automatic checking system, design of reporting system and interfaces between data output and delay analysis software and quantum analysis.
- ❑ Analysis of 72 **Excel progress reports**. Conversion of documents into single Excel spreadsheet. Conversion of linear table from list by date by activity to cross-report by month, by group of activities, and creating of graphs to present it in graphical form. Importing in P3 planning software, maintaining audit trail, preparation of delay analysis programmes.
- ❑ Creation of **file catalogue**, which lists the files in specified directory and subdirectories in Microsoft Excel, together with dates, titles, subject, keycodes, and other Microsoft Office information. Creation of additional component which extracts all the text from Office documents and saves it in the Excel catalogue, enabling easier filtering. Creation of additional component which opens Microsoft Excel catalogue in an Explorer-type window, enabling more stylish interrogation.
- ❑ Source data - pst files containing **19,500 emails with 35,000 attachments**, and 250 files of paper documents. Extracted attachments from emails, then printed to pdf emails and attachments combined. Organising scanning of paper documents and OCRing. Combining electronic and paper source data into a database for fast querying and manipulating of documents.
- ❑ Source data - **4 CDs** full of Word documents, Excel documents, PowerPoint documents and Tif graphics of scanned documents. Creation of VBA macros to extract Office documents' text, and OCRing Tif graphics to extract text from scanned documents. Creation of Microsoft Access database to act as document investigation system, so that documents can be queried, examined, and keycoded. Creating printing engine which examines documents to be printed in the background, with a stamp showing file name and date of creation (providing backward traceability).
- ❑ Conversion of **P3 as-built programme** to PertMaster programme. Meetings with client to convert programme from as-built to as-built-but-for. Creating database to correlate programme activities, RFIs, CVIs, and assisting client to determine impact variations. Manipulating programme to impact variations and introducing concrete pour records to confirm programme dates. Producing as-built-but-for analysis in timeslices.
- ❑ Creation of VBA programme within Microsoft Access which queried client database to **export cost data**. Meeting with client and examination of data to understand bespoke system. Creation of database to manipulate data from bespoke system to produce reports. Reports included cross reports of hours, cost, and non-productive overtime.

- ❑ Scheduling of **accounting data** from printed records. Creation of database with flexible query system. Producing 9 files of reports, including linear tables, cross reports of hours/cost per month per category at various levels of details.

Experience – 1999 –

- ❑ Assistance for Expert Witness – Quantum – Valuation and Defective Work Claim – Instructed by Employer – Employer against Contractor – expert report in negotiations – Amount of Claim £700,000 (2014). Creation of email database, multi-file composite contracts, and assisting against technical adjudications and expert valuation of claim.
- ❑ Assistance for Adjudication – Quantum – Non-payment of outstanding invoices – Instructed by Contractor – Contractor against Employer – assistance in negotiations – Amount of Claim £150,000 (2014). Creation of Notices of Adjudication and Referral Notices, and assistance in adjudications.
- ❑ Assistance for Expert Witness – Quantum – Claim for reconstruction – Instructed by Employer – Employer against Contractor – High Court action (2013-14).
- ❑ Assistance for Expert Witness – Quantum – Delay and Disruption Claim – Refurbishment of Church – Instructed by Employer – assistance for valuation of claim (2012-14) Creation of email database, assisting with valuation of claim.
- ❑ Assistance for claim – Quantum and Planning – Disruption claim - District Heating Main – Instructed by Contractor - Contractor against Employer (2012-14) Verification of as-built data with diaries and other data, accounting analysis and creation of prolongation and disruption claim.
- ❑ Assistance for Expert Witness – Quantum and Planning – Civil Engineering Dispute – earthworks on Caribbean island – Instructed by Government – Government against Contractor – Advice Report - amount of claim £4,500,000 (2012-present)
- ❑ Data cataloguing and manipulation, and Assistance for Planning – Claim for valuation and prolongation – construction of buildings for major sporting event – Instructed by Contractor – Contractor against Employer – creation of schedules and programmes (2011-13) Creation of email database, interrogation and liaising with Client to create progress achieved analysis.
- ❑ Assistance for Expert Witness – Planning – Prolongation claim – offshore windfarm – Instructed by Contractor – Contractor v Employer – Advice Report (2011) Analysis and comparison of baseline with progress programmes, including Sanity Checks.
- ❑ Assistance for Expert Witness – Planning – Prolongation claim – installation of lining to a clean water tank – Instructed by Contractor – Contractor v Employer – Advice Report (2010-11) Analysis and comparison of progress programmes.
- ❑ Assistance for Planning – Risk Analysis – construction of part of nuclear plant – Instructed by Contractor – Risk Analysis for variations (2010-12) Creation of risk analysis in Oracle's Primavera Risk Analysis for variations to determine range of critical delays needed for variations, and calculation of required preliminaries needed.
- ❑ Assistance for Expert Witness – Quantum – Prolongation and Disruption Claim – International Sports Facility - Instructed by Package Contractor – Package Contractor against Management Contractor – expert report – Amount of Claim £1,500,000 (2010-11) Creation of prolongation accounting analysis, planned v actual labour and resources calculation, and creation of composite programme from multiple sources.
- ❑ Assistance for Expert Advice – Delay Analysis and Quantum – Valuation and Defective Work Claim – Instructed by Main Contractor – Main Contractor against Employer – Amount of Claim £500,000 (2010-11) Programme analysis, creation of email database for interrogation, and research and creation of appendices for report.
- ❑ Assistance for Expert Witness – Quantum – Prolongation claim – Installation of pipework – Instructed by Contractor – Contractor against Employer – Amount of Claim £470,000 (2010-11) Accounting analysis, and creation of email database for interrogation.
- ❑ Assistance for Expert Witness – Planning - Disruption claim – Railway work – Instructed by Contractor – Contractor against Employer (2009-10) Conversion of tabular hourly spreadsheets into programme form for presentation, and commenting on data.
- ❑ Assistance for Expert Witness - Quantum and Delay analysis - Loss and Expense for Prolongation claim – Airport Terminal – Subcontractor against Management Contractor – Expert Report – amount of claims

£4,000,000 (2009-present) Creation of database of correspondence, emails and invoices, and assisting with invoice analysis.

- ❑ Assistance for Expert Witness – Planning –Prolongation claim – Structural Steelworks for Hotel – Employer against Consultant – Expert Report - (2009-11) Creation of prolongation claim.
- ❑ Assistance for Expert Witness - Quantum – Over payment and defective work – Alteration to office and domestic facilities - Contractor against Employer - expert report (2008-11) Creation of claim for additional working, and assisting with Joint Expert Meetings.
- ❑ Assistance for Expert Witness – Quantum - Loss and Expense for Prolongation claim – Government facility - instructed by Contractor - Contractor against Employer - expert report in negotiations(2008-10) Creation of prolongation accounting claim.
- ❑ Assistance for Expert Witness - Planning (2008-09) Extraction of 7,646 projects from 72 P5 programmes, and creation of analysis of Excel.
- ❑ Assistance for Expert Advice in Germany/Qatar - Delay analysis and quantum, and systems for change management in relation to 6,000 apartment housing development, including Claims relating to foundations, geotechnical investigations and design delays – €1 Billion development cost (2007-12). Document management for over 110,000 documents, accounting analysis, daily site analysis, progress analysis.
- ❑ Assistance for Expert Witness – Delay Analysis and Quantum – Valuation, Delay and Disruption Claim - Coal Power Station Extension and alteration - Instructed by Civils subcontractor - Subcontractor against Contractor – expert advice/report– Amount of Claim £1,500,000 (2007-9) Analysis of allocation and dayworks, conversion of weekly programme review spreadsheets into programme, creation of document database for 40,000 paper, electronic and email documents, creation of personnel movement database, and analysis of timing of drawings to create graphical programme analysis in Excel..
- ❑ Assistance for Expert Witness – Quantum and Delay Analysis - Delay and Disruption Claim – International Integrated Oil And Gas Processing Facility - Instructed by Contractor - Civils Contractor against Turnkey Contractor – expert report in negotiations – Amount of Claim £4,000,000 (2007-9) Creation of document database with 2,700 documents. Conversion of 327 daily site diaries into categorised programme analysis and resources analyses. Reconstruction of live as-built programme ba, and creation of as-built but-for analysis (after consideration of other types of analysis). Creation of prolongation quantum claim.
- ❑ Assistance for Expert Witness – Quantum – Quantum Claim – Instructed by Subcontractor – Subcontractor against Contractor – Amount of claim £760,000 (2006-07) Creating composite contract, and swift creation of automatic timeslice programme analysis based on progress data for 48 timeslices for 99 activities.
- ❑ Assistance for Expert Witness – Quantum – Quantum Claim – Instructed by Contractor – Contractor against Employer – Amount of claim £750,000 (2006-07)
- ❑ Assistance for Expert Witness – Quantum – Claim for additional work, delay and disruption– Steelwork to major railway infrastructure - instructed by package contractor – contractor against employer – Pre Action Protocol and Adjudication. Amount of claim £600,000 (2005-07)
- ❑ Assistance for Expert Witness – Quantum – Property Contract – Overage Claim – Barn conversions – Instructed by Land Owner – Land Owner against Developer – advice report prior to litigation - Amount of Claim £30,000 (2006). Creating audit trial for claim.
- ❑ Assistance for Quantum and Delay analysis Expert Witness – Delay Analysis and Expert Advice – Claim for Negligence - Construction of Hospital Heart and Lung Centre – instructed by Hospital - Hospital against Consultant – Advice and Expert’s Report – Amount of claim £1,000,000 (2005-06). Creating automatic system for Timeslice analysis. Creating database to query accounting data.
- ❑ Assistance for Expert Witness – Delay Analysis and Quantum – Negligence Claim – Construction of Youth Hostel – Instructed by Employer - Employer against Consultants – advice and claim preparation prior to litigation – mediation - Amount of Claim £2,000,000 (2005-06). Creating document databases. Creating audit trial for accounting systems.
- ❑ Assistance for Quantum and Delay analysis Experts – Claim for additional work and Delay and Disruption – Bridge Refurbishment - instructed by subcontractor – subcontractor against contractor – Adjudication. Amount of claim £8,000,000 (2004-06). Creation of databases to query progress data, creation of database for correspondence, creation of database to query 70,000 records of allocation sheets, creation of spreadsheets for accounting analysis, conversion of progress reports, acceptance sheets and allocation

sheets into as-built programmes in PertMaster. Fact-checking submissions during adjudication. Creating PowerPoint presentations to show as-planned handovers, and to show the progress of works.

- ❑ Assistance for Delay Analysis and Quantum Expert Witness – Claim for additional work and Delay – Water infrastructure and pipeline system - instructed by employer – contractor against employer – Pre Action Protocol. Amount of claim £4,000,000 (2004-05). Organising data input of allocation sheets, and creating As-Built chainage programme. Creating framework for target cost and actual cost analysis.
- ❑ Assistance for Expert Witness - Delay Analysis – Claim for prolongation and Disruption – High quality Residential flats and shops – Contractor against Employer – Adjudication – Amount of claim £750,000. Creating database to query accounting data. Combining source programmes to create overall as-built programme.
- ❑ Quantum and Planning – Claim for valuation and prolongation – Commercial property – instructed by subcontractor – subcontractor against contractor – adjudication. Amount of claim £450,000 (2003). Analysis of electronic programmes produced in MS project and Powerproject/Teamplan to create bespoke database to facilitate comparison of trade stacking, resource constraints and acts of prevention and creating audit trail of employee and plant costs with accounting database.
- ❑ Assistance for Expert Advice – Delay analysis and Quantum – Claim for additional work Delay and Disruption – PFI Hospital project – Instructed by Contractor - Contractor against SPV – Pre Action – Amount of claim £10,000,000 (2005). Creating database to import and extract text from various sources and to query 12,000 documents.
- ❑ Adjudication – Claim for prolongation - windows, doors and curtain walling. Amount of claims £330,000 (2002-03). Conversion of as-built programme to database.
- ❑ Quantum and Planning – Claim for negligence – steelwork façade to French theme park – instructed by Contractor – Contractor against Consultants – advice and claim preparation. Amount of claim £800,000 (2002-04). Creation of bespoke database comparing and creating audit trail of employee costs with accounting database. Assembling as-built programme and delay analysis programme.
- ❑ Claim Structuring pending action – Quantum and Planning – Claim for negligence – custom-purpose high intensity serviced building – instructed by Employer – Employer against Consultants – advice and claim preparation for quantum and delay analysis. Amount of claim £12,000,000 (2001--03). Creation of document management system to hold, index and investigate and systematically report on over 100,000 pages of documents. Preparation of as-built programme from various sources of data to compare planned with actual progress in timeslices. Analysis of progress programmes for flawed logic.
- ❑ Claim Structuring pending action – Quantum and Planning – Delay and Disruption Claim – High Rise Office Block – Concrete Structure -. Amount of claim £8,800,000 (2000-04). Creating database to produce reports from accounting and other quantum data. Creating as-built-but-for programme. Producing quantum for prolongation claim, disruption claim, and delay claim. Preparation of delay analysis programme in PertMaster from native planning software. Analysis of tendering, valuation, allocation sheet and actual cost data to undertake earned-v-spent and measured mile disruption analysis.
- ❑ Quantum and Planning – Delay analysis - Claim for prolongation and Disruption – Gallery Refurbishment and extension – Contractor against Employer – Adjudication – Amount of claim £1,000,000 (2004). Creating as-built programme.
- ❑ Quantum and Planning – Claim for delay – university residential accommodation – instructed by Contractor – Contractor against Subcontractor – adjudication. Amount of claim £100,000 (2002). Creating Scott schedule.
- ❑ Quantum and Planning – Claim for valuation and prolongation – Residential property – instructed by employer – contractor against employer – High Court action. Amount of claim £150,000 (2001-02). Creating audit trail for final account.
- ❑ Quantum – Claim for quantum meruit/valuation – Central London property alteration – instructed by M&E contractor – M&E contractor against employer – High Court action. Amount of claim £610,000 (2001). Creation of bespoke database comparing and creating audit trail of employee and plant costs with accounting database.
- ❑ Assistance for Quantum Experts – Delay Analysis and Quantum – Claim for additional work and Delay – Water infrastructure and pipeline system - instructed by employer – contractor against employer – Pre Action Protocol. Amount of claim £4,000,000 (2004 -)
- ❑ Assistance for Single Joint Appointed Quantum Experts – Determination Claim– Shopping complex – Spain - instructed by purchaser – purchaser against developer – ICC International Arbitration. Amount of

claim 18,600 Million Ptas (£6,600,000) (2001). Creation of database of progress of development, creation of database model and analysis of cost incurred for 30 subcontractors and material suppliers.

- ❑ Assistance for Quantum Experts - Claim for negligence. Retirement Home Scheme. Instructed by Building Surveyor. Subcontractor against Main Contractor. High Court Action. Amount of claim £130,000 (2000). Creating extensive defects Scott schedule for liability and quantum experts review.
- ❑ Assistance for Quantum Experts - Claim for valuation and disruption and prolongation. Educational establishment. Instructed by Main Contractor. National Main Contractor against Employer. Arbitration. Amount of claim £310,000 (1999-01). Investigation of source data and creation of database to create audit trail of prolongation and disruption claim.
- ❑ Assistance for Quantum Experts - High Court Action - Claim for dispute over professional fees. Commercial properties. Instructed by client. Consultant against client. High court action. Amount of claim £1,400,000 (1999-00). Investigating consultant's documents to ascertain hours worked and frequency of working. Preparing summary charts and schedules of inconsistencies between claim and factual data.
- ❑ Assistance for Quantum and Delay analysis Experts – Arbitration- Germany/Nigeria – Claims in relation to Residential Town for Gas Liquefaction Plant. Claim for valuation, disruption and prolongation. Design and Build contractor – Claim 151,000,000 DEM (£52,000,000) - (1999/2001). Creation of database to query accounting data of 2,000 staff/employees' weekly costs and plant and services for prolongation and disruption claim. Creation of database and managing database imputers to analyse hand written allocation sheets for operatives over 18-month duration and construction of an as-built programme from analysed data and other sources of data. Preparation of delay analysis programme in Primavera P3.

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