

ASTO10

Prepare procurement programmes and schedules of work



Overview

The Standards that are part of this Unit

1. O10.1 Prepare a schedule of work
2. O10.2 Programming and implementation of the project

This is an optional unit for Maintenance and Building Surveying. It is not applicable to Quantity Surveying, General Practice or Valuation.

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Performance criteria

Prepare a schedule of work

You must be able to:

- P1 collating information and identifying the **scope of the project**
- P2 preparing schedules of work which contain a complete statement of the **scope of the project** and of the **range of services** required
- P3 producing detailed **programmes** of planned activities which are consistent with the complexity of the project
- P4 drafting the schedules of work in a format which is appropriate to the type and **scope of the project**
- P5 **presenting** the schedules of work to line manager addressing any specific considerations and agreeing amendments
- P6 developing a system for monitoring the works **programmes**
- P7 **presenting** the schedules of work to stakeholders, correcting any inconsistencies and agreeing amendments
- P8 **presenting** information clearly and accurately and reaching agreement using a style and approach which maintains goodwill and trust

Programming and implementation of the project

You must be able to:

- P9 identifying activities, calculating the **resources** needed from the scope of the project and preparing a draft work **programme**
- P10 evaluating alternative methods, **resources** and systems, in order to select a solution to meet project **requirements** and informing line manager
- P11 calculating how long each activity will take, identifying activities which influence each other and sequencing them logically and realistically so that they make the best use of the **resources** available
- P12 monitoring and reviewing progress against **project requirements**
- P13 identifying and evaluating significant **external factors** and informing line manager
- P14 identifying alterations to the works **programmes** to meet any changed circumstances and justifying them to the line manager

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Knowledge and understanding

You need to know and understand:

Prepare a schedule of work

- K1 what do you identify as the **scope of the project**? (understanding) (a) [1]
- K2 how do you collate information? (application) (a) [1]
- K3 how do you prepare schedules of work containing a statement of the **scope of the project** and of the range of the services? (application) (b) [1,2]
- K4 how do you produce detailed **programmes** of planned activities? (application)(c)[3]
- K5 how do you draft the schedules of work? (application) (d) [1]
- K6 how and why do you agree amendments to schedules of work? (evaluation) (e) [3,4]
- K7 how and why do you develop a system for monitoring the works **programmes**? (synthesis) (f) [3]
- K8 how do you **present** the schedules of work to the stakeholders and address any **specific considerations**? (application)(e.g.) [3,4,5]
- K9 how and why do you correct any inconsistencies and agree amendments? (application) (g)[all]
- K10 how do you present information clearly and accurately? (application) (h)[4]
- K11 how and why do you reach agreement using a style and approach which maintains goodwill and trust? (evaluation) (h)[4]

You need to know and understand:

Programming and implementation of the project

You need to know and understand:

- K12 what do you identify as activities? (understanding) (a) [1,2]
- K13 how do you calculate the **resources** needed from the **scope of the project**? (application) (a) [1,2]
- K14 how do you prepare a draft work **programme**? (application) (a)[1,2]
- K15 how and why do you select a solution to meet **project requirements** and inform line manager? (synthesis) (b)[4]
- K16 how and why do you evaluate alternative methods, **resources** and systems and inform line manager? (evaluation) (b) [1,3]
- K17 which activities do you identify as influencing each other? (understanding) (c) [2]
- K18 how do you calculate how long each activity will take and sequence activities? (application) (c) [1,2,4,5]
- K19 how and why do you monitor and review progress against **project requirements**? (evaluation) (d) [4]
- K20 what alterations to the work **programmes** do you identify which will meet any changed circumstances? (understanding) (f) [3]
- K21 how and why do you justify alternations to the works **programmes** to line

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- manager? (evaluation) (f) [3]
- K22 how do you identify significant **external factors**? (understanding) (e) [5]
- K23 how and why do evaluate significant **external factors**? (evaluation) (e) [5]
- K24 how do you inform line manager about solutions to meet **project requirements**? (application) (b) [4]

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Additional Information

Scope/range related to performance criteria

Prepare a schedule of work

1. **Scope of the project:**
 - 1.1. contract conditions
 - 1.2. time and sequencing
 - 1.3. cost
 - 1.4. quantitative and qualitative objectives
 - 1.5. construction and installation requirements

2. **Range of services:**
 - 2.1. materials
 - 2.2. construction
 - 2.3. plant and equipment
 - 2.4. services

3. **Programmes:**
 - 3.1. bar charts
 - 3.2. network analysis
 - 3.3. critical path
 - 3.4. action lists
 - 3.5. method statements

4. **Presenting:**
 - 4.1. orally
 - 4.2. in writing
 - 4.3. graphically
 - 4.4. electronically

5. **Specific considerations:**
 - 5.1. working arrangements
 - 5.2. staging of payments
 - 5.3. schedule of deliveries
 - 5.4. obligations to third parties
 - 5.5. statutory obligations and approvals

Programming and implementation of the project

6. **Resources:**
 - 6.1. consultants
 - 6.2. plant and equipment

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- 6.3. materials and components
- 6.4. sub-contractors
- 6.5. site

7. **Scope of the project:**

- 7.1. contract conditions
- 7.2. time and sequencing
- 7.3. quantitative and qualitative objectives
- 7.4. construction and installation requirements

8. **Programmes:**

- 8.1. bar charts
- 8.2. network analysis
- 8.3. critical path
- 8.4. action lists
- 8.5. method statements

9. **Project requirements:**

- 9.1. contract conditions
- 9.2. cost and timescale
- 9.3. statutory consent
- 9.4. third party obligations
- 9.5. health and safety best practice

10. **External factors:**

- 10.1. other related programmes
- 10.2. supply lead times
- 10.3. seasonal weather conditions
- 10.4. statutory limitations
- 10.5. site conditions

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Developed by Asset Skills

Version number 1

Date approved July 2007

Indicative review date July 2009

Validity Current

Status Original

Originating organisation Asset Skills

Original URN O10

Relevant occupations Professional Occupations; Construction, planning and the built env; Building and construction; Architects, Town Planners and Surveyors

Suite Surveying, Property Maintenance and Valuation

Key words surveying, property maintenance, Valuation, measured surveys, procurement, property disposals, property acquisitions, work schedules, property management, property condition, tenders, bills of quantity