

ASTSPM3O10

Prepare procurement programmes and schedules of work within a surveying environment



Overview

The Standards that are part of this Unit

SPM3/O10.1 Prepare a schedule of work

SPM3/O10.2 Programming and implementation of the project

This unit is about planning a project taking into account key factors and how to implement that project.

ASTSPM3O10

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Performance criteria

You must be able to:

Prepare a schedule of work

- 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

ASTSPM3O10

Prepare procurement programmes and schedules of work within a surveying environment

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]

Programming and implementation of the project

You need to know and understand:

- K10 what do you identify as activities? (understanding) (a) [1,2]
- K11 how do you calculate the **resources** needed from the **scope of the project**? (application) (a) [1,2]
- K12 how do you prepare a draft work **programme**? (application) (a)[1,2]
- K13 how and why do you select a solution to meet **project requirements** and inform line manager? (synthesis) (b)[4]
- K14 how and why do you evaluate alternative methods, **resources** and systems and inform line manager? (evaluation) (b) [1,3]
- K15 which activities to you identify as influencing each other? (understanding) (c) [2]
- K16 how do you calculate how long each activity will take and sequence activities? (application) (c) [1,2,4,5]
- K17 how and why do you monitor and review progress against **project requirements**? (evaluation) (d) [4]
- K18 what alterations to the work **programmes** do you identify which will meet any changed circumstances? (understanding) (f) [3]

ASTSPM3O10

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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
 - 6.3 materials and components

ASTSPM3O10

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- 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

ASTSPM3O10

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