

# COGSIGN39

## Plan work methods, resources and systems to meet installation project requirements in signmaking



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### Overview

This unit deals with the following:

1. Evaluate and select installation methods
2. Plan work activities and resources to meet installation project requirements
3. Select and form an installation team

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

**Previous Version:** Imported from unit 3.19 National Occupational Standards in Signmaking (CWP1)

# COGSIGN39

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### Performance criteria

*You must be able to:*

- P1 evaluate project data to make decision on methods of installation and work methods to be used
- P2 obtain any additional relevant information from alternative sources where available project data is insufficient
- P3 identify installation work methods which optimise the economical use of resources and meet project, statutory and contractual requirements
- P4 evaluate methods against relevant criteria and select the optimum method recommended and when necessary, secure agreement from interested parties
- P5 ensure that selected methods are analysed for their activity content and quantified accurately
- P6 prepare a method statement that is accurate, clear and concise in content and format and acceptable to all relevant parties
- P7 follow relevant health and safety and environmental requirements and legislation at all times
- P8 produce detailed schedules of planned activities in a format to suit the complexity of the project and to meet the requirements of external factors
- P9 sequence activities logically and calculate their duration in order to meet required project outcomes
- P10 ensure that the interfaces between each major activity are realistic and are in an appropriate sequence to optimise the use of available resources
- P11 calculate resource requirements accurately from available information
- P12 obtain clarification and advice from relevant sources where resource requirements are unclear
- P13 ensure that alterations to the work programme to suit changed circumstances or which offer cost and time benefits are identified, quantified accurately and justified
- P14 identify and implement an appropriate information feed-back and monitoring system and make sure that outputs are used to inform future production and planning
- P15 negotiate and agree proposals for team composition which provide the greatest opportunities for team effectiveness
- P16 identify and select appropriate and sufficient installation services and resource requirements and their source to meet agreed timescales and budget limits
- P17 identify and summarise any constraints which will affect the quantity, type and availability of human resources
- P18 follow appropriate rules and protocols for obtaining installation services

## **COGSIGN39**

### Plan work methods, resources and systems to meet installation project requirements in signmaking

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and resources

- P19 ensure that the quality and reliability of installation services and resources is evaluated accurately and the results made available to interested parties
- P20 conduct and conclude any negotiations, contracts and agreements in a manner that preserves goodwill and trust

# COGSIGN39

## Plan work methods, resources and systems to meet installation project requirements in signmaking

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### Knowledge and understanding

*You need to know and understand:*

- K1 how to produce method statements that include: available project data analysed and summarised; additional information obtained; installation work methods identified, evaluated, selected, recommended and agreed and selected methods analysed and quantified
- K2 how to secure agreements to recommended methods
- K3 how to analyse and summarise project and other relevant data in a format which enables decisions on work methods
- K4 how to identify installation work methods that optimise use of resources and meet project, statutory and contractual requirements
- K5 how to evaluate work methods against relevant criteria and select and justify optimum methods
- K6 how to analyse and quantify activity content of installation work methods
- K7 how to prepare method statements
- K8 sources of information and data
- K9 the types of installation work methods
- K10 selection and evaluation criteria
- K11 sources of data for activity analysis
- K12 what legislation and organisational codes of practice are relevant
- K13 what are the consequences of not following legislation and organisational requirements
- K14 what health and safety and environmental requirements and legislation are relevant and how to follow them
- K15 what are the consequences to you and to others of not following health and safety and environmental legislation
- K16 how to create works programmes which include: schedules of planned activities; activities and interfaces sequenced and duration calculated; resource requirements calculated and clarified and alternations identified, quantified and justified
- K17 how to identify and implement records of information, feedback and monitoring systems which include outputs applied to future production and planning
- K18 how to plan activities to meet project external factors
- K19 how to produce schedules and programmes of planned activities
- K20 methods used to calculate the work content, duration and optimum sequencing of activities
- K21 how to calculate and clarify resource requirements
- K22 how to identify and implement information feedback and monitoring systems to inform future production and planning
- K23 the types of project requirements and external factors

## COGSIGN39

### Plan work methods, resources and systems to meet installation project requirements in signmaking

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- K24 the types of activity analysis
- K25 forms of scheduling and programming
- K26 types of resource requirements
- K27 how to agree proposals for team composition
- K28 how to identify and select records of installation services and resources requirements
- K29 how to identify and summarise records of constraints affecting human resources
- K30 why results of evaluations of installation services and resources should be made available
- K31 why it is important to gain written confirmation of contractual arrangements and terms of appointment
- K32 how to compose installation teams
- K33 how to identify and select installation services and resource requirements and their source
- K34 how to evaluate installation services and resources
- K35 what are the installation requirements and sources
- K36 what are the rules and protocols for obtaining installation services and resources

# COGSIGN39

## Plan work methods, resources and systems to meet installation project requirements in signmaking

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### Additional Information

#### Glossary

##### **Project Data**

Conditions of contract, bills of quantities, specifications, detailed drawings, Health and Safety plans, time scales

##### **Methods of Installation and Work**

Sequencing of work, organisation of resources (labour, plant, materials, finance), physical, installation techniques, temporary works

##### **Alternative Sources of Information**

Client, client's representatives, contractors, subcontractors, suppliers, regulatory authorities, technical literature, trade literature

##### **Technical Criteria for Selection**

Materials performance and availability, structural forms, component life, Health and Safety, fire protection, access, equipment performance, plan availability, human resource availability, emissions, pollution risk

##### **Non-technical Criteria for Selection of Method**

Cost benefit, conformity to statutory requirements, client and user needs, contract requirements in terms of time, quantity and quality, local environmental considerations

##### **Mode of Identification**

Standard lists and procedures, investigative research

##### **Activity Analysis**

Method study, work study, production analysis

##### **Forms of Scheduling**

Bar charts, action lists, method statements

# COGSIGN39

## Plan work methods, resources and systems to meet installation project requirements in signmaking

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### **External Factors**

Other related programmes, supply lead times, contingencies, special working conditions, seasonal weather conditions, statutory limitations

### **Project Requirements**

Contract conditions, contract programme stipulations, statutory consent, building control notification, third party obligations, Health and Safety requirements

### **Resource Requirements**

Personnel, plant and equipment, materials and components, subcontractors

### **Relevant Sources**

Client, consultants, practice research, technical publications, trade literature

### **Method of Programming**

Manual, computerised

### **Types of Installation Requirements**

Specialist, support services

### **Types of Service and Resource**

Management, technical staff, operatives, specialist sub-contractors, specialist services

### **Sources of Installation Services and Resources**

Internal, external to the organisation

### **Appropriate Sources of Information**

Project documentation, organisational sources, external sources

### **Constraints affecting Human Resources**

Location, cost, time, skills and experience required and available, training and

# COGSIGN39

## Plan work methods, resources and systems to meet installation project requirements in signmaking

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development requirements, equal opportunities

### **Rules and Protocols**

Contractual, statutory, recognised industry processes, organisational processes

### **Types of Appointment**

Employment contract, sub-contract

### **Relevant Health and Safety and Environmental Requirements**

What your responsibilities are in respect of Health and Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational/site specific procedures



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**Suite** Signmaking

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