

Overview

This standard is about controlling progress processes and procedures, making improvements as a result of monitoring and feedback from others in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements.

This standard is for people working in the occupational area of construction site management which is defined as the management of multiple construction trades and disciplines and can be used by supervisors and managers

Control project progress against agreed programmes

Performance criteria

- You must be able to:*
- P1 implement and monitor at least four of the following systems to record the progress of the project against the agreed programme(s)
 - 1.1 visual inspection(s)
 - 1.2 resource records
 - 1.3 site inspection reports
 - 1.4 contractor's report
 - 1.5 written, graphical and electronic records of the actual work against the programmed work
 - 1.6 site meetings
 - 1.7 organisational procedures
 - 1.8 management reports
 - 1.9 benchmarks
 - 1.10 comparison with project requirements
 - P2 collect and record progress information regularly and summarise it for stakeholders
 - P3 identify and record inadequate or inappropriate resources, recommend alternative resources and pass the information to stakeholders
 - P4 identify, quantify and record any identified or predicted deviations from planned progress which have or may occur
 - P5 identify and record the circumstances of any deviations and identify corrective actions
 - P6 recommend options to stakeholders that allow the programme to be maintained
 - P7 inform stakeholders about changes to the operational programme
 - P8 suggest, implement and record the decisions and actions that need to be taken to maintain progress
 - P9 identify and record improvements to the programme from feedback received and inform stakeholders

Knowledge and understanding

You need to know and understand: **Performance Criteria 1**

Develop, monitor and implement systems

- K1 how to develop, monitor and implement the following systems and record the progress of the project against agreed programme(s)
 - K1.1 visual inspection
 - K1.2 resources records
 - K1.3 site inspection reports
 - K1.4 contractor's reports
 - K1.5 written, graphical and electronic records of actual work against programmed work
 - K1.6 site meetings
 - K1.7 organisational procedures
 - K1.8 management reports
 - K1.9 benchmarks
 - K1.10 comparison with project requirements

- K2 why it is important to develop systems to monitor and record the progress of the project against the following
 - K2.1 programmes
 - K2.2 network analysis
 - K2.3 critical path
 - K2.4 line balance
 - K2.5 action lists
 - K2.6 resource schedules
 - K2.7 project expenditure forecasts

Performance Criteria 2

Collect information

- K3 how to collect progress information

- K4 how to accurately summarise progress information for stakeholders

Performance Criteria 3**Identify inadequate or inappropriate resources**

- K5 how to identify inadequate and inappropriate resources
- K6 how to inform stakeholders about inadequate and inappropriate resources
- K7 how to recommend alternative resources to stakeholders

Performance Criteria 4**Identify and quantify deviations**

- K8 how to identify the causes of deviations from planned progress which have occurred, and which may occur
- K9 how to identify and quantify deviations from the planned progress which may disrupt the programme
- K10 why it is important to identify and quantify deviations from planned progress

Performance Criteria 5**Investigate deviations**

- K11 how to investigate the circumstances of deviations from planned progress
- K12 how to agree corrective action for deviations from planned progress with stakeholders
- K13 how to implement agreed corrective action for deviations to
 - K13.1 maintain progress in accordance with agreed programme
 - K13.2 agree a revised programme
 - K13.3 secure additional resources
 - K13.4 alter planned work schedules
- K14 why it is important to agree corrective action(s)

Performance Criteria 6**Recommend options**

- K15 how to recommend options to stakeholders that will minimise delays to the programme
- K16 how to recommend options that will help the project progress
- K17 why it is important to make recommendations that will minimise increases in cost and time and help the project progress

Performance Criteria 7**Inform stakeholders**

- K18 how and when to inform stakeholders about changes to operational programme(s) and demands on resources
- K19 why it is important to keep stakeholders informed about changes to operational programme(s) and demands on resources

Performance Criteria 8**Maintain progress**

- K20 how to recommend decisions and actions that need to be taken to maintain progress
- K21 why it is important to make recommendations to maintain progress

Performance Criteria 9**Identify improvements from feedback**

- K22 how to identify improvements in progress from feedback received
- K23 how to recommend improvements in progress to stakeholders
- K24 why it is important to recommend improvements in progress to stakeholders

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