Project Title: \_\_\_\_\_\_\_\_

**Project No.: \_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Introduction**

* *Provide background and context of the project (refer space form)*

1. **Scope of Project**

* *Provide scope of project outlining dimension, quantities, space usage, etc.*

1. **Governance Structure**

**Example:**

Sponsor (SMT)

Name:

Project Manager

Name:

Client (Facility User)

Name:

Clerk of Works

Name:

1. **Costing and Funding**

*Fill out the below table for the costing and funding details (place N/A where information is not available)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Space Form Estimate** | **Design Cost (Estimate)** | **Tender Estimate/Cost (Vote Code)** | **Construction Estimate/Cost**  **(PO #)** |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Objectives**
   1. **USP Objective**

* *provide a brief University objective focusing on the Strategic Plan Priority areas that this project fall under*
  1. **Client Objective**
* *provide a brief client objective that will be achieved for this project*
  1. **Project Objective**
* *provide a brief project objective that will be achieved for this project such as getting certifications, timeline, scope and budget*

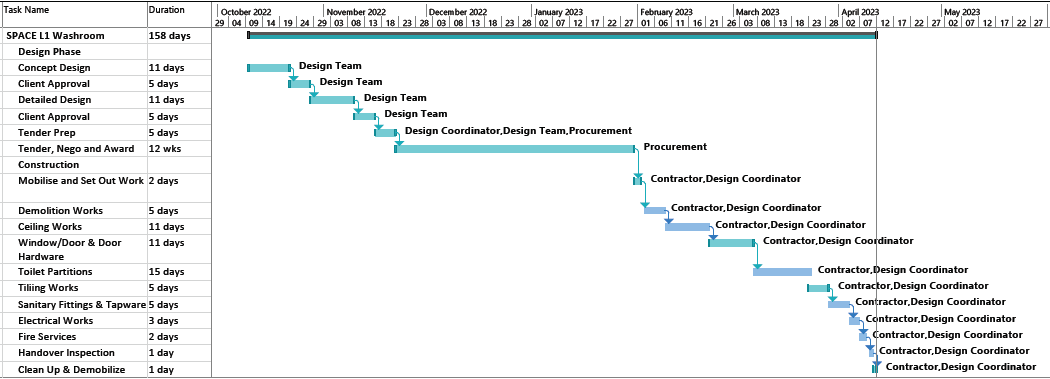
1. **Inputs – Design Phase** 
   1. Approved Space Form
2. **Outputs – Design Phase** 
   1. Approved Design Brief
   2. Concept Design and Cost Plan
   3. Detailed Design, Technical Specification and Cost Plan
   4. Approved ITB documents:
      * Tender drawings
      * Technical Specification
      * Contract Document
      * Technical Evaluation Criteria
      * Price Bid Template

1. **Inputs – Tender Phase** 
   1. Vote code funding
   2. Approved ITB documents
2. **Outputs – Tender Phase** 
   1. Technical evaluation report
   2. Price evaluation report
3. **Inputs – Construction Phase** 
   1. Purchase Order (P.O)
   2. Signed Contract

* General conditions of contract
* All contract negotiation
* Contractors PI and all risks insurance covers
* Contractor tender submission
  1. Construction work program
  2. Project kick-off meeting minutes (checklist)

1. **Outputs – Construction Phase**
   1. Clerk of Works weekly report
   2. Practical completion report
   3. Project close out report
   4. Energy Fiji Limited certificate
2. **Timeline**

* *provide a project Gantt chart showing project task*



1. **Key Performance Indicators (KPI)**

The following KPI’s needs to be monitored:

* 1. OHS Safety and Zero Incident on site
  2. Recycling of the waste materials
* *A – 20% recycled*
* *B – 0% recycled*
* *C – unsalvageable items left on site*
  1. Number of defects at 1 month post practical completion
* *A - Proactive*
* *B - Satisfactory*
* *C – Dissatisfied* 
  1. Client feedback survey
* *A – very satisfactory*
* *B – average/satisfactory*
* *C – dissatisfied*

1. **Reporting Requirements**

* *update the reporting table below based on the project requirement*

|  |  |  |  |
| --- | --- | --- | --- |
| Reported By | To Whom | Reporting Requirement | Format |
| Clerk of Works | Client, Project Sponsor and Director E & I | Weekly | Clerk of Works Weekly Report |
| Project Manager | Client, Project Sponsor and Director E & I | At the Practical Completion of the project | Practical Completion Report |
| Project Manager | Client, Project Sponsor and Director E & I | At the End of Defects Liability Period | Project Close Out Report |

1. **Responsibilities** 
   1. **Client** – the Client responsibilities are as follows:
      * Provide endorsement and sign-off on reports
   2. **Project Coordinator** – the Project Coordinator responsibilities are as follows:
      * Making sure building users comply with the OHS site signage
      * Manage the contract and the performance of the contractor
      * Making sure compliance to approved project plan
      * Making sure the project sponsor is updated on the progress of the construction
2. **Risk Register**

* *Prepare a project risk register only to focus on the project risk from the scope, budget and timeline. OHS and safety items need to be highlighted.*
* *Review and approve the risk register with the client. This should be done at key project output.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Description** | **Potential Causes of the risk** | **Risk Owner** | | **Current internal Controls (provide details of how you currently manage the risk)** | | | **Assessment of Risk** | | | **Overall indicator** |
| **Likelihood** (1,2,3,4,5) | **Impact** (1,2,3,4,5) | **Score** |
| **Design** | | | | | | | | | | |
| Delay in finalising the design documents | Scope – verify unseen services / covered plumbing services | 1. Design Manager | 1. Site inspection including tracing of existing services 2. Consultation with maintenance team   **Output**   1. Drawings showing existing services | | | 1 | | 3 | 3 |  |
| Poor design – resource assignment | 1. Design Manager | 1. Provide realistic timeline for the design to be completed.   **Output**   1. Signed SOP’s for the project | | | 1 | | 3 | 3 |  |
| Quality control | 1. Design Manager | 1. Quality check on missing items such as signage for flush signage, toilet cleaning and emergency contact, push tap. etc.   **Output**   1. Drawings showing project signage | | | 1 | | 3 | 3 |  |
| **Tender** | | | | | | | | | | |
| Delay to project timeline/delivery | Contract award timeline | 1. Project Coordinator 2. Procurement Manager | | | 1. Comply with tender timeline including arranging for TEC and final contract award 2. Calling for site pre-bid meeting   **Output**   1. TEC meeting minutes 2. Contractor site visit and attendance register | | 3 | 4 | 12 |  |
| **Construction** | | | | | | | | | | |
| Delay to project timeline/ delivery | Loss of time due to Injury | 1. Project Coordinator | | 1. OHS induction and daily reminders/ refreshers during progress meeting updates and toolbox meetings.   **Output**   1. Signed OHS Checklist, Permits (Hot works & Heights) | | | 2 | 5 | 10 |  |
| Supply of Materials | 1. Project Coordinator | | 1. Design phase materials verification at local hardware 2. Pre-bid meeting to verify with the contractors 3. Contract penalties to contractor (selective materials only) 4. Kick –off meeting – supplier confirmation on material delivery   **Output**   1. Design phase checklist 2. Meeting minutes 3. CoW weekly report | | | 1 | 3 | 3 |  |
| Risk of injury or death | 1. Electrocution 2. Not using trained staff 3. Not using PPE 4. Poor site safety 5. Poor contractor works methodology | 1. Project Coordinator | | 1. OHS induction for contractor staffs 2. Provide site safety signage 3. Contractor to have toolbox meeting daily   **Output**   1. OHS Induction checklist & sign-off 2. CoW weekly report 3. SIN issued to the contractor | | | 3 | 2 | 6 |  |
| Design changes during construction | Unapproved materials used for the construction and compliance not met | 1. Project Coordinator | | 1. Design changes or selection of materials needs to be approved by the Design Team 2. NTC to be issued by the contractor   **Output**   1. Design team approvals and NTC issued to contractor | | | 3 | 2 | 6 |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Impact** | **Extreme (5)** | Low (5) | Medium (10) | High (15) | Extreme (20) | Extreme (25) | Impact Rating from 1-5 is assigned based on following any one of the following conditions being met:  1. No lost time injury (minor cut/abrasion/first aid kit on site) – Cost impact less than 1% of project sum, and no delays  2. Lost time injury less than 5 days – Cost impact less than 5% of project sum, delay less than 5 days.  3. Lost time injury less than 1 month – Cost impact less than 10 % of project sum, delay less than 1 month  4. Lost time injury greater than 1 month or Permanent disability – Cost impact less than 15 % of project sum, delay greater than 1 month but less than contract length  5. Death – Cost impact greater than 15% of project sum, delay greater than duration of contract |
| **Major (4)** | Low (4) | Medium (8) | Medium (12) | High (16) | Extreme (20) |
| **Moderate (3)** | Low (3) | Low (6) | Medium (9) | Medium (12) | High (15) |
| **Minor (2)** | Low (2) | Low( 4) | Low (6) | Medium (8) | Medium (10) |
| **Insignificant (1)** | Low (1) | Low (2) | Low (3) | Low (4) | Low (5) |
|  |  | **Rare (1)** | **Unlikely (2)** | **Possible (3)** | **Likely(4)** | **Almost Certain (5)** |
| Less than 10% chance of occurrence | 10-39% chance of occurrence | 40-69% chance of occurrence | 70-79% chance of occurrence | 80% or above chance of occurrence |
|  |  | Likelihood Scale | | | | |  |

**Project Plan Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewed By |  |  |  |
|  |  |  | Date |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Approval |  |  |  |
|  |  |  | Date |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Client Approval |  |  |  |
|  |  |  | Date |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| SMT Approval |  |  |  |
|  |  |  | Date |
|  |  |  |  |