
Overview

This unit is about obtaining, confirming, recording, storing, using and presenting information. You will need to identify the information you require and ensure that it is accurate, reliable and effective and that it also meets organisational and legal requirements.

You will need to ensure that systems and procedures are suitable, comply with organisational and legal requirements and allow authorised access. You will need to identify possible improvements, either personally or with team members, and make recommendations for improvement.

You will need to identify and agree project requirements. You will need to identify unrealistic project requirements, decide on alternatives, and summarise and present the project requirements. You will need to produce detailed accurate schedules, allowing for anticipated contingencies in an appropriate agreed format.

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Prepare programmes and schedules of work

Performance criteria Obtain the information needed to take critical decisions

You must be able to:

- P1 identify the types of information you need to make the required decisions
- P2 ensure that your sources of information are reliable and sufficiently wide-ranging to meet your information needs
- P3 ensure that your methods of obtaining information are reliable, effective and make efficient use of resources
- P4 ensure that your methods of obtaining information are consistent with organisational values, policies and legal requirements
- P5 ensure that the information you obtain is accurate, relevant and sufficient to allow you to take decisions
- P6 ensure that where information is inadequate, contradictory or ambiguous, you take prompt and effective action to deal with this

Confirm project requirements

You must be able to:

- P7 confirm with decision makers their immediate goals and objectives of project stakeholders
- P8 identify the function and performance requirements for the project
- P9 clarify the project stakeholders requirements, the options available and the constraints and risks which might apply to the project
- P10 identify project requirements and stakeholders requirements which do not appear to be realistic and identify valid options
- P11 summarise the project requirements in order to prepare a work schedule

Prepare a work schedule

You must be able to:

- P12 produce detailed schedules of work which are accurate, and contain a statement of the scope of work and the services needed
- P13 estimate and obtain the work content and time duration accurately in consultation with others
- P14 plan the schedules of work so that they are achievable with the resources available
- P15 calculate appropriate and realistic allowances to meet anticipated contingencies

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- P17 draft the schedules of work in a format which is appropriate to the type and scope of the work
- P18 present information clearly and accurately and reaching agreement using a style and approach which maintains goodwill and trust

Additional Information

Scope/range

Obtain the information needed to take critical decisions

1. Sources of information:

- 1.1. people within your organisation
- 1.2. people outside your organisation
- 1.3. internal information systems
- 1.4. published media
- 1.5. specially commissioned research
- 1.6. valid personal experience

2. Types of information:

- 2.1. quantitative
- 2.2. qualitative

3. Methods of obtaining information:

- 3.1. listening and watching
- 3.2. reading
- 3.3. spoken questioning
- 3.4. written
- 3.5. questioning formal research conducted personally
- 3.6. formal research conducted by third parties

4. Decisions:

- 4.1. affecting operational performance
- 4.2. affecting organisational policy

Confirm project requirements

5. Project Stakeholders:

- 5.1. the client
- 5.2. design consultants
- 5.3. line management
- 5.4. potential contractors
- 5.5. potential subcontractors and suppliers
- 5.6. independent client advisers
- 5.7. user groups
- 5.8. funding agencies
- 5.9. special interest groups
- 5.10. local community

6. Goals and Objectives

- 6.1. quantity
- 6.2. design quality
- 6.3. build quality
- 6.4. cost
- 6.5. time
- 6.6. development
- 6.7. improvement
- 6.8. fitness for purpose
- 6.9. whole life costs
- 6.10. use/adaptability
- 6.11. whole life costs
- 6.12. health, safety and welfare
- 6.13. economic impacts
- 6.14. community impacts
- 6.15. environmental impact
- 6.16. security
- 6.17. conservation impact

7. Clarify the project stakeholders requirements by:

- 7.1. reference to standard documentation
- 7.2. checklists
- 7.3. client consultation
- 7.4. questionnaires
- 7.5. comparative field research
- 7.6. market research
- 7.7. technical requirements
- 7.8. client requirements
- 7.9. insurance risk impact
- 7.10. project management plan

8. Constraints and risks

- 8.1. cost
- 8.2. time
- 8.3. resources
- 8.4. health and safety
- 8.5. the environment
- 8.6. technical

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Prepare a work schedule

9. Scope of work:

- 9.1. time
- 9.2. cost
- 9.3. quality objectives

10. Services:

- 10.1. design (including management services)
- 10.2. materials
- 10.3. construction (e.g. buildings, roads, motorways, railways and all infrastructure projects)
- 10.4. plant and equipment
- 10.5. people
- 10.6. manufacture

11. Present:

- 11.1. orally
- 11.2. in writing
- 11.3. graphically
- 11.4. electronically

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