

COSVR737 - SQA Unit Code F3GV 04

Control project progress against agreed programmes



Overview

This standard is about

- 1 controlling progress processes and procedures
- 2 making improvements as a result of monitoring
- 3 making improvements as a result of feedback from others

COSVR737 - SQA Unit Code F3GV 04

Control project progress against agreed programmes

Performance criteria

- You must be able to:*
- P1 develop and implement systems to monitor and record the progress of the project against the agreed programme(s)
 - P2 collect progress information regularly and summarise it for relevant people
 - P3 identify inadequate or inappropriate resources, inform relevant people, and specify and obtain alternative resources
 - P4 identify and quantify any deviations from planned progress which have occurred, or which may occur, that could disrupt the programme
 - P5 investigate the circumstances of any deviations thoroughly and agree and implement appropriate corrective action
 - P6 recommend options to relevant people that aim to maintain or improve cost and progress
 - P7 inform relevant people about changes to the operational programme, resource needs and suggest the decisions and actions that need to be taken to maintain progress
 - P8 identify improvements to progress from feedback received and recommend them to relevant people

COSVR737 - SQA Unit Code F3GV 04

Control project progress against agreed programmes

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Develop and implement systems

- K1 how to develop **systems to monitor and record** the progress of the project against agreed **programme(s)**
- K2 why you need to develop **systems to monitor and record** the progress of the project against the agreed **programme(s)**

Performance Criteria 2

Collect information

You need to know and understand:

- K3 how to collect progress information regularly
- K4 how to accurately summarise progress information for **relevant people**

Performance Criteria 3

Identify inadequate or inappropriate resources

You need to know and understand:

- K5 how to identify inadequate and inappropriate resources
- K6 how to inform **relevant people** about inadequate and inappropriate resources
- K7 how to inform **relevant people**, and specify, and obtain alternative **resources**

Performance Criteria 4

Identify and quantify deviations

You need to know and understand:

- K8 how to identify **deviations** from planned progress which has occurred and which may occur
- K9 how to identify **deviations** from the planned progress which may disrupt the **programme**
- K10 how to **quantify deviations** from planned progress
- K11 why you need to identify and **quantify deviations** from planned progress

COSVR737 - SQA Unit Code F3GV 04

Control project progress against agreed programmes

You need to know and understand:

Performance Criteria 5

Investigate deviations

- K12 how to investigate the circumstances of **deviations** from planned progress
- K13 how to agree **corrective action** for **deviations** from planned progress with **relevant people**
- K14 how to implement agreed **corrective action** for **deviations** from planned progress
- K15 why you need to agree **corrective action(s)**

You need to know and understand:

Performance Criteria 6

Recommend options

- K16 how to recommend options to **relevant people** that will minimise increases in cost and time
- K17 how to recommend options that will help the project progress
- K18 why you need to make recommendations that will minimise increases in cost and time and help the project progress

You need to know and understand:

Performance Criteria 7

Inform relevant people

- K19 how to regularly inform **relevant people** about changes to operational **programme(s)** and demands on **resources**
- K20 how to suggest the decisions and actions that need to be taken to maintain progress

You need to know and understand:

Performance Criteria 8

Identify improvements from feedback

- K21 how to identify improvements to progress from feedback received
- K22 how to recommend improvements in progress to **relevant people**
- K23 why you need to recommend improvements in progress to **relevant people**

COSVR737 - SQA Unit Code F3GV 04

Control project progress against agreed programmes

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 written, graphical and electronic records of actual work against programmed work
- 2 records showing the use of at least four of the following systems to monitor and record the progress of the project against the agreed programme(s)
 - 2.1 visual inspection(s)
 - 2.2 resource records
 - 2.3 site inspection reports
 - 2.4 contractor's report
 - 2.5 certified payments
 - 2.6 site meetings
 - 2.7 organisational procedures
 - 2.8 management reports
 - 2.9 benchmarks
 - 2.10 comparison with project requirements

Performance Criteria 2

- 3 records of progress information collected and summarised for relevant people

Performance Criteria 3

- 4 records showing the identification of inadequate or inappropriate resources
- 5 details of information regarding inadequate and inappropriate resources passed to relevant people
- 6 records of alternative resources obtained

Performance Criteria 4

- 7 records showing identified deviations from planned progress that have occurred or which may occur
- 8 details that quantify current, or predicted, deviations from planned progress that could disrupt the agreed programme

Performance Criteria 5

- 9 records of investigations completed to identify the circumstances of any deviations
- 10 details of the agreed and implemented corrective action

Performance Criteria 6

- 11 details of the recommended options passed to relevant people

Performance Criteria 7

- 12 records of progress and change information provided to relevant people
- 13 details of suggested decisions and actions that need to be taken to maintain progress

Performance Criteria 8

- 14 records of improvements identified from feedback
- 15 a record of recommendations made to relevant people

COSVR737 - SQA Unit Code F3GV 04

Control project progress against agreed programmes

Scope/range related to knowledge and understanding

Corrective action

- 1 restore progress in accordance with agreed programme
- 2 agree new completion dates
- 3 initiate contract claim
- 4 secure additional resources
- 5 altering planned work

Deviations

- 6 resources shortages
- 7 design problems
- 8 design constraints
- 9 industrial disputes
- 10 lack of essential construction information
- 11 construction errors
- 12 inclement weather
- 13 physical site constraints
- 14 legal

Programme(s)

- 15 bar charts
- 16 network analysis
- 17 critical path
- 18 line balance
- 19 action lists
- 20 method statements
- 21 project expenditure forecasts

Quantify

- 22 method study
- 23 work study
- 24 production analysis

Relevant people

- 25 the client, customer or their representative
- 26 contractors
- 27 consultants
- 28 suppliers

Resources

- 29 people
- 30 plant equipment or machinery
- 31 materials and components
- 32 finance
- 33 time
- 34 specialist services
- 35 public utility services
- 36 information

COSVR737 - SQA Unit Code F3GV 04

Control project progress against agreed programmes

Systems to monitor and record

- 37 visual inspection
- 38 resources records
- 39 site inspection reports
- 40 contractor's reports
- 41 certified payments
- 42 written, graphical and electronic records of actual work against programmed work
- 43 site meetings
- 44 organisational procedures
- 45 management reports
- 46 benchmarks
- 47 comparison with project requirements

COSVR737 - SQA Unit Code F3GV 04

Control project progress against agreed programmes

Developed by ConstructionSkills

Version number 1

Date approved October 2007

Indicative review date July 2015

Validity Current

Status Original

Originating organisation ConstructionSkills

Original URN VR737

Relevant occupations Production Managers and Directors in Construction

Suite Construction Site Management

Key words Programmes; Progress; Project