

COSVR731 - SQA Unit Code F3H2 04

Ensure that work activities and resources meet project work requirements



Overview

This standard is about

- 1 interpreting information
- 2 analysing information to identify resource requirements
- 3 ensuring the work activities are planned to meet project work requirements
- 4 developing, preparing, monitoring and modifying programmes and schedules

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Performance criteria

- You must be able to:*
- P1 identify major activities, determine the resources needed from the information available and prepare draft work programmes and schedules
 - P2 evaluate alternative methods, resources and systems in order to select the best solution to meet project requirements
 - P3 obtain clarification and advice where the resources needed are not available
 - P4 analyse the activities against project requirements and the requirements of external factors
 - P5 determine how long each activity will take, identify activities which influence each other and sequence them logically and realistically so that they make the best use of the resources available
 - P6 ensure the production of detailed programmes and schedules of planned activities which are consistent with the complexity of the project
 - P7 develop a system to monitor the works programmes and schedules, implement it and use the results to improve production and planning
 - P8 identify alterations to the works programmes and schedules to ensure they will meet changed circumstances

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Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Draft work programmes and schedules

- K1 how to identify major activities
- K2 how to determine the **resources** needed from the **information** available
- K3 how to prepare draft **programmes and schedules**
- K4 why you need to prepare draft **programmes and schedules**

Performance Criteria 2

Evaluate alternative methods

You need to know and understand:

- K5 how to evaluate alternative methods, **resources** and systems
- K6 how to select the best solution to meet **project requirements**

Performance Criteria 3

Obtain clarification and advice

You need to know and understand:

- K7 how to obtain **clarification and advice** where the **resources** needed are not available

Performance Criteria 4

Analyse activities

You need to know and understand:

- K8 how to **analyse** activities against **project requirements**
- K9 how to identify and consider possible **external factors**
- K10 how to **analyse** activities against **external factors**

Performance Criteria 5

Identify and sequence activities

You need to know and understand:

- K11 how to calculate the duration of activities for **programmes and schedules**
- K12 how to identify activities that influence each other
- K13 how to make best use of **resources** by sequencing activities logically and realistically

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You need to know and understand:

Performance Criteria 6

Production of programmes and schedules

K14 how to ensure the production of detailed **programmes and schedules**

K15 how to ensure detailed **programmes and schedules** of planned activities are consistent with the complexity of the project

You need to know and understand:

Performance Criteria 7

Develop a monitoring system

K16 how to develop a system to monitor works **programmes and schedules**

K17 how to implement the system to monitor works **programmes and schedules** and use the results to improve production and planning

You need to know and understand:

Performance Criteria 8

Identify alterations

K18 how to identify alterations to the works **programmes and schedules**

K19 how to ensure alterations to works **programmes and schedules** will meet changed circumstances

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Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 lists of major activities identified
- 2 lists of resources determined from available information
- 3 records of draft work programmes and schedules

Performance Criteria 2

- 4 records showing the assessment of alternative methods, resources and systems
- 5 records of evaluations that identify the best solution

Performance Criteria 3

- 6 records of consultation with at least two of the following
 - 6.1 the client, customer or their representative
 - 6.2 consultants
 - 6.3 project team partners
 - 6.4 workforce
 - 6.5 technical and trade literature

Performance Criteria 4

- 7 records of considerations given to project requirements
- 8 records of considerations given to at least four of the following external factors
 - 8.1 supply lead times
 - 8.2 contingencies
 - 8.3 special working conditions
 - 8.4 weather conditions
 - 8.5 statutory limitations
 - 8.6 site conditions
 - 8.7 environmental considerations
 - 8.8 customers

Performance Criteria 5

- 9 records used to determine the duration of activities
- 10 records of activities that influence each other
- 11 schedule(s) showing activities sequence

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Performance Criteria 6

- 12 detailed programmes and schedules consisting of at least two of the following
 - 12.1 bar charts
 - 12.2 network analysis
 - 12.3 critical activities
 - 12.4 action lists
 - 12.5 resource schedules

Performance Criteria 7

- 13 records of system(s) developed and implemented to monitor works programmes and schedules
- 14 records of analysed results making recommendations to improve production and planning

Performance Criteria 8

- 15 records of circumstances imposing changes to works programmes and schedules showing calculated cost and time benefits
- 16 records showing decision-maker's endorsement of changes to the works programmes and schedules

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Scope/range related to knowledge and understanding

Analyse

- 1 method study
- 2 work study
- 3 production analysis

Clarification and advice

- 4 the client, customer or their representative
- 5 consultants
- 6 project team
- 7 workforce
- 8 technical and trade literature

External factors

- 9 other related programmes
- 10 supply lead times
- 11 contingencies
- 12 special working conditions
- 13 weather conditions
- 14 statutory limitations
- 15 site conditions
- 16 environmental considerations
- 17 customers

Information

- 18 survey reports
- 19 design
- 20 contractual
- 21 statutory consents
- 22 contractor's pre-planning information
- 23 conditions of contract
- 24 health, safety and environmental plans
- 25 risk assessments and method statements
- 26 programmes and schedules
- 27 sub-contractor arrangements and attendance

Programmes and schedules

- 28 bar charts
- 29 network analysis
- 30 critical activities
- 31 action lists
- 32 resources schedules

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Project requirements

- 33 contract conditions
- 34 contract programme stipulations
- 35 statutory consent
- 36 building control notification
- 37 third-party obligations
- 38 health and safety requirements

Resources

- 39 people
- 40 plant, equipment or machinery
- 41 materials and components
- 42 sub-contractors
- 43 information
- 44 work area and facilities
- 45 waste management
- 46 utility providers

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