This standard is about
1 planning the appropriate sequence, timing and resources
2 ensuring programmed operations meet project requirements
Plan work activities and resources to meet work requirements

Performance criteria

You must be able to:

P1 organise activities to make the most efficient use of the resources available
P2 evaluate alternative methods, resources and systems to select the best solution to meet programmes and schedules
P3 obtain clarification or advice from various sources where the resources needed are not available
P4 analyse the activities against project data and the requirements of external factors
P5 update existing programmes and schedules of planned activities and suggest them to decision-makers
P6 implement a system to monitor and record the works against programmes and schedules and use the results to improve future production and planning
## Knowledge and understanding

### Performance Criteria 1
**Organise activities**
- **K1** how to organise activities to make best use of resources
- **K2** why you need to organise activities to make best use of resources

### Performance Criteria 2
**Evaluate alternative methods**
- **K3** how to evaluate alternative resources, methods and systems
- **K4** how to use evaluated information to select the best solution to meet programmes and schedules

### Performance Criteria 3
**Obtain clarification or advice**
- **K5** how to identify potential sources for clarification or advice
- **K6** how to obtain clarification or advice where resources needed are not available

### Performance Criteria 4
**Analyse activities**
- **K7** how to identify resources and related information
- **K8** how to identify external factors
- **K9** how to analyse activities against project data and the requirements of external factors
- **K10** how to analyse activities against resources and related information

### Performance Criteria 5
**Update programmes and schedules**
- **K11** how to update existing programmes and schedules
- **K12** how to suggest updates to existing programmes and schedules to decision makers

### Performance Criteria 6
**Monitor, review and record**
- **K13** what systems are available for monitoring and recording the works programmes and schedules
- **K14** how to implement a system for monitoring and recording the works against programmes and schedules
- **K15** why it is necessary to monitor and record the works against programmes and schedules
- **K16** how to review recorded results of works against programmes and schedules to improve future production and planning
Plan work activities and resources to meet work requirements

Addtional Information

**Scope/range related to performance criteria**

<table>
<thead>
<tr>
<th>Performance Criteria 1</th>
<th>1 records showing activities organised whilst making the most efficient use of at least four of the following resources</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1.1 people</td>
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<tr>
<td></td>
<td>1.2 plant, equipment or machinery</td>
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<td></td>
<td>1.3 materials and components</td>
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<td>1.4 sub-contractors</td>
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<td>1.5 information</td>
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<td>1.6 work area and facilities</td>
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<td>1.7 waste management</td>
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<td>1.8 utility providers</td>
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**Performance Criteria 2**

2 records of evaluated alternative methods, resources and systems showing selection of the best solution available

**Performance Criteria 3**

3 records of clarification or advice from at least three of the following sources

3.1 client, customer or their representative
3.2 consultants
3.3 project team
3.4 practice research
3.5 technical publications
3.6 trade literature
3.7 other team members

**Performance Criteria 4**

4 records of analysis of the activities using a production study, a works study or production analysis against at least three of the following external factors

4.1 other related programmes
4.2 supply lead times
4.3 contingencies
4.4 special working conditions
4.5 weather conditions
4.6 statutory limitations
4.7 site conditions
4.8 availability of resources
Plan work activities and resources to meet work requirements

Performance Criteria 5
5 records of updating at least two of the following programmes of schedules
   5.1 bar charts
   5.2 critical analysis
   5.3 action lists
   5.4 method statements

Performance Criteria 6
6 records of a system implemented to monitor and record the works against the programme and schedule
7 review the results and identify and record areas of future improvements to production and planning
### COSVR702 Plan work activities and resources to meet work requirements

<table>
<thead>
<tr>
<th>Scope/range related to knowledge and understanding</th>
<th>Clarification or advice</th>
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<td>6. trade literature</td>
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<td>7. other team members</td>
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### External factors
- 8. other related programmes
- 9. supply lead times
- 10. contingencies
- 11. special working conditions
- 12. weather conditions
- 13. statutory limitations
- 14. site conditions
- 15. availability of resources

### Programmes and schedules
- 16. bar charts
- 17. critical activities
- 18. action lists
- 19. method statements

### Project data
- 20. contract conditions
- 21. bills of quantities or methods of measurements
- 22. specifications
- 23. drawings
- 24. health, safety and environmental plans
- 25. programmes
- 26. organisational requirements
- 27. instructions and variations

### Resources
- 28. people
- 29. plant, equipment or machinery
- 30. materials and components
- 31. sub-contractors
- 32. information
- 33. work area and facilities
- 34. waste management
- 35. utility providers
Plan work activities and resources to meet work requirements

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