
Overview

This standard is about

- 1 monitoring and recording progress against the agreed programme
- 2 identifying, investigating and implementing corrective action for deviations from the agreed programme
- 3 informing people responsible about progress and recommending improvements

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Control work progress against agreed programmes

Performance criteria

- You must be able to:*
- P1 implement systems to monitor and record the progress of the work against the agreed programme
 - P2 identify any deviations from planned progress which have occurred, or which may occur, and any which could disrupt the programme and schedule
 - P3 investigate the circumstances of any deviations thoroughly, and agree and implement appropriate corrective action
 - P4 recommend options which are most likely to minimise increases in cost and time and help the work progress, and pass these on to the people responsible
 - P5 regularly inform the people responsible about progress, changes to the operational programme and resource needs and suggest the decisions and actions that need to be taken
 - P6 identify improvements from feedback received and recommend them to the people responsible

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Knowledge and understanding

You need to know and understand:

Performance Criteria 1 Implement systems

- K1 how to implement **systems to monitor and record** progress against the agreed programme
- K2 why you need to implement a **system to monitor and record** progress

Performance Criteria 2 Identify deviations

You need to know and understand:

- K3 how to identify **deviations** from planned progress
- K4 how to identify **deviations** that may occur and could disrupt the **programmes and schedules**

Performance Criteria 3 Deviations

You need to know and understand:

- K5 how to investigate **deviations** from planned progress
- K6 how to agree appropriate **corrective action**
- K7 how to implement appropriate **corrective action** for **deviations** from planned progress

Performance Criteria 4 Identify and recommend options

You need to know and understand:

- K8 how to identify options which are most likely to minimise increases in cost and time and help work to progress
- K9 how to recommend identified options to the **people responsible**

Performance Criteria 5 Inform the people responsible

You need to know and understand:

- K10 how to keep the **people responsible** regularly informed about progress, changes to the operational programme and resource needs
- K11 how to suggest decisions and actions that need to be taken, to maintain planned progress, to the **people responsible**

Performance Criteria 6 Identify improvements

You need to know and understand:

- K12 how to collect, collate and analyse feedback on work progress against agreed programme
- K13 how to identify possible improvements from feedback received.
- K14 how to recommend identified improvements to the **people responsible**

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Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of implementing at least three of the following systems to monitor and record progress
 - 1.1 visual inspection
 - 1.2 resource records
 - 1.3 site inspection reports
 - 1.4 contractors' reports
 - 1.5 certified payments
 - 1.6 written, graphical and electronic records of actual work against programmed work
 - 1.7 site meetings
 - 1.8 organisational procedures
 - 1.9 management reports
 - 1.10 benchmarks
 - 1.11 comparison with project requirements

Performance Criteria 2

- 2 records for dealing with at least three of the following deviations
 - 2.1 resource shortages
 - 2.2 design problems and constraints
 - 2.3 industrial disputes
 - 2.4 lack of essential construction information
 - 2.5 construction errors
 - 2.6 weather conditions
 - 2.7 site constraints
 - 2.8 legal disputes or issues
 - 2.9 social disputes or issues
 - 2.10 health, safety and environmental issues

Performance Criteria 3

- 3 records of investigation and the implementation of at least one of the following corrective actions
 - 3.1 restore progress in accordance with agreed programme
 - 3.2 agree new completion dates
 - 3.3 initiate contract claim
 - 3.4 secure additional resources
 - 3.5 alter planned work

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Performance Criteria 4

- 4 records of options that are most likely to minimise increases in cost and time, recommended to at least two of the following people responsible
 - 4.1 the client, customer or their representative
 - 4.2 contractors
 - 4.3 consultants
 - 4.4 sub-contractors
 - 4.5 suppliers
 - 4.6 workforce
 - 4.7 internal management

Performance Criteria 5

- 5 records of information on progress, changes to programmes, schedules and resource needs that have been passed to the people responsible
- 6 records of suggested decisions and actions that need to be taken, to maintain planned progress that have been passed to the people responsible

Performance Criteria 6

- 7 records of possible improvements for controlling work progress identified from feedback received
- 8 records of recommendations from feedback received made to the people responsible

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Scope/range related to knowledge and understanding

Corrective action

- 1 restore progress in accordance with agreed programme
- 2 agree new completion date(s)
- 3 initiate contract claim
- 4 secure additional resource(s)
- 5 alter planned work

Deviations

- 6 resource shortages
- 7 design problems and constraints
- 8 industrial disputes
- 9 lack of essential construction information
- 10 construction errors
- 11 weather conditions
- 12 site constraints
- 13 legal disputes or issues
- 14 social disputes or issues
- 15 health, safety and environmental issues

People responsible

- 16 the client, customer or their representative
- 17 contractors
- 18 consultants
- 19 sub-contractors
- 20 suppliers
- 21 workforce
- 22 internal management

Programmes and schedules

- 23 bar charts
- 24 critical activities
- 25 action lists
- 26 method statements

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System(s) to monitor and record

- 27 visual inspection
- 28 resource records
- 29 site inspection reports
- 30 contractors' reports
- 31 certified payments
- 32 written, graphical and electronic records of actual work against programmed work
- 33 site meetings
- 34 organisational procedures
- 35 management reports
- 36 benchmarks
- 37 comparison with project requirements

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