

COSVR738 - SQA Unit Code F3GY 04

Control project quantities and costs



Overview

This standard is about

- 1 implementing quantity and cost control systems
- 2 identifying variances in quantities and costs
- 3 recommending cost savings in the execution of projects

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Performance criteria

- You must be able to:*
- P1 implement appropriate quantities and cost control systems which are able to provide early warning of problems
 - P2 ensure that quantity and cost data is regularly collected, record it and pass it on to the appropriate people responsible in time for them to be able to use it
 - P3 ensure that work values, quantities and cost data are prepared
 - P4 ensure that accurate quantities and cost data are prepared and presented in a format which will help the people responsible to make decisions
 - P5 ensure that variations and trends in quantities and cost data are identified, quantified and costed
 - P6 ensure that any variations are investigated and agree and implement appropriate corrective action with people responsible
 - P7 identify opportunities for cost savings and recommend them to people responsible

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Knowledge and understanding

You need to know and understand:

Performance Criteria 1 Implement systems

K1 how to implement appropriate **project quantities and cost control systems** which will provide early warnings of problems

Performance Criteria 2 Collect quantity and cost data

You need to know and understand:

K2 how to ensure that **quantities and cost data** is collected and recorded for the project and **resources** used

K3 how to ensure data passed on to the **people responsible** in time for them to use it

Performance Criteria 3 Prepare data

You need to know and understand:

K4 how to ensure the correct work values, **quantities and cost data** are prepared

Performance Criteria 4 Present data

You need to know and understand:

K5 how to ensure that accurate **quantities and cost data** is presented in a format which will help **people responsible** to make decisions

Performance Criteria 5 Identify variations and trends

You need to know and understand:

K6 how to ensure variations and trends in **quantities and cost data** are identified, quantified and costed

K7 why you need to quantify the cost trends in **quantities and cost data**

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You need to know and understand:

Performance Criteria 6

Investigate variations and implement corrective action

- K8 how to ensure variations in cost data are investigated
- K9 why you need to investigate variations in cost data
- K10 how to agree and implement appropriate **corrective action** with **people responsible** which will restore costs and expenditure to budget
- K11 why you need to agree and implement appropriate **corrective action** with **people responsible** in order to restore costs and expenditure to budget

You need to know and understand:

Performance Criteria 7

Identify cost savings

- K12 how to identify **opportunities for cost savings**
- K13 how to develop and recommend to **people responsible** systems and processes that will assist in the identification of **opportunities for cost savings**
- K14 why you need to develop and recommend to **people responsible** systems and processes to identify **opportunities for cost savings**
- K15 how to recommend **opportunities for cost savings** to **people responsible**

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Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of implementing at least one of the following quantities and cost control systems
 - 1.1 contractual procedures and meetings
 - 1.2 operational procedures and meetings
 - 1.3 electronic records

Performance Criteria 2

- 2 data regularly passed on to people responsible for quantities and cost of at least four of the following resources
 - 2.1 people
 - 2.2 plant, equipment or machinery
 - 2.3 materials and components
 - 2.4 sub-contractors
 - 2.5 information
 - 2.6 work area and facilities
 - 2.7 waste management
 - 2.8 utility providers
 - 2.9 records of valuations of work completed

Performance Criteria 3

- 3 records of cost calculations
- 4 records of quantities

Performance Criteria 4

- 5 records of quantity and cost information presented to the people responsible
- 6 records of decisions on quantities and costs agreed with people responsible

Performance Criteria 5

- 7 records of variations and trends identified
- 8 records of any costs created by the identified variations or trends

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Performance Criteria 6

- 9 records of investigations of variations and the implementation of at least one of the following corrective actions taken
 - 9.1 restore progress in accordance with agreed programme
 - 9.2 agree new completion dates
 - 9.3 initiate contract claim
 - 9.4 secure additional resources
 - 9.5 alter planned work

Performance Criteria 7

- 10 records of at least two of the following opportunities for cost savings
 - 10.1 waste reduction
 - 10.2 resource management and logistics
 - 10.3 applications of new technologies and materials
 - 10.4 energy and utility management
 - 10.5 recyclable and recoverable materials
 - 10.6 alternative sources and types of materials
 - 10.7 variations in quality
 - 10.8 standardisation
 - 10.9 revenue generation

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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 dates
- 3 initiate contract claim
- 4 secure additional resources
- 5 altering planned work

Opportunities for cost savings

- 6 waste reduction
- 7 resource management and logistics
- 8 applications of new technologies and materials
- 9 energy and utility management
- 10 recyclable and recoverable materials
- 11 alternative sources and types of materials
- 12 variations in quality
- 13 standardisation
- 14 revenue generation

People responsible

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

Project quantities and cost control systems

- 22 contractual procedures and meetings
- 23 operational procedures and meetings
- 24 electronic recording

Quantities and cost data

- 25 materials
- 26 plant
- 27 people
- 28 sub-contractors
- 29 day works
- 30 periodic variations
- 31 retention sums
- 32 forecasts of expenditures
- 33 performance information
- 34 project programme and progress

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Resources

- 35 people
- 36 plant equipment or machinery
- 37 materials and components
- 38 sub-contractors
- 39 information
- 40 work area and facilities
- 41 waste management
- 42 utility providers
- 43 records of valuations of work completed

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