

COSVR702 - SQA Unit Code FN30 04

Plan work activities and resources to meet work requirements



Overview

This standard is about

- 1 planning the appropriate sequence, timing and resources
- 2 ensuring programmed operations meet project requirements

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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

You need to know and understand:

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

You need to know and understand:

- 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

You need to know and understand:

- 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

You need to know and understand:

- 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

You need to know and understand:

- 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

You need to know and understand:

- 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

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Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records showing activities organised whilst making the most efficient use of at least four of the following resources
 - 1.1 people
 - 1.2 plant, equipment or machinery
 - 1.3 materials and components
 - 1.4 sub-contractors
 - 1.5 information
 - 1.6 work area and facilities
 - 1.7 waste management
 - 1.8 utility providers

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

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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

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Scope/range related to knowledge and understanding

Clarification or advice

- 1 client, customer or their representative
- 2 consultants
- 3 project team
- 4 practice research
- 5 technical publications
- 6 trade literature
- 7 other team members

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

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