

# COSVR730 - SQA Unit Code H6AW 04

## Monitor project activities



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### Overview

This standard is about

- 1 providing information
- 2 providing personnel with details of their job responsibilities
- 3 planning, organising and controlling site and project resources to meet planned and unplanned situations

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### Performance criteria

- You must be able to:*
- P1 give adequate notice to all the people who will be affected about when work will start, how long it will take and when it will finish and confirm all dates in writing
  - P2 communicate and agree a programme and method with people who will be doing the work that integrates operations
  - P3 identify, record and obtain information requirements before work starts
  - P4 organise attendance for sub-contractors in accordance with project and contractual agreements
  - P5 plan and obtain sufficient resources of the appropriate type which will meet the project requirements and timescales
  - P6 organise and control the site and resources so that conditions are safe, the site is tidy and creates a favourable image of the organisation, its products, its services and the project
  - P7 develop contingency plans to meet special requirements to minimise disruption to those likely to be affected by the works programme

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### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Notification

- K1 how to give adequate notice to all the **people** who will be affected about
  - K1.1 when the work will start
  - K1.2 how long it will take
  - K1.3 when it will finish
- K2 how to confirm all dates in writing
- K3 why you need to confirm arrangements in writing

#### Performance Criteria 2

##### Communicate and agree programme

*You need to know and understand:*

- K4 how to agree **programmes** and methods with the **people** who will be doing the work
- K5 why you need to agree **programmes** and methods with the **people** who will be doing the work
- K6 how to communicate **programmes** and methods to the **people** who will be doing the work

#### Performance Criteria 3

##### Information

*You need to know and understand:*

- K7 How to identify, record and obtain **information** requirements before work starts

#### Performance Criteria 4

##### Organise attendance

*You need to know and understand:*

- K8 how to organise **attendance** by contract or agreement for sub-contractors and attending workforce, in accordance with **project requirements** and contractual agreements
- K9 why you need to organise **attendance** by contract or agreement for sub-contractors in accordance with **project requirements** and contractual agreements

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*You need to know and understand:*

### **Performance Criteria 5**

#### **Plan and obtain resources**

- K10 how to identify and plan the use of **resources**
- K11 why you need to plan the use of **resources**
- K12 how to ensure sufficient **resources** are obtained

*You need to know and understand:*

### **Performance Criteria 6**

#### **Organise and control the site**

- K13 how to organise and control the site and **resources** so that the following conditions are met
  - K13.1 the site is safe
  - K13.2 the site is tidy
  - K13.3 a favourable image of the organisation is created
  - K13.4 a favourable image of the products in use and being produced is created
  - K13.5 a favourable image of the services being provided is created
  - K13.6 a favourable image of the project is created
- K14 why you need to organise and control the site and **resources**

*You need to know and understand:*

### **Performance Criteria 7**

#### **Contingency plans**

- K15 how to develop plans to meet **special requirements** and contingencies
- K16 why you need to develop plans to meet **special requirements** and contingencies

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### Additional Information

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#### Scope/range related to performance criteria

##### **Performance Criteria 1**

- 1 work schedules
- 2 records of written notification(s) given to people affected

##### **Performance Criteria 2**

- 3 programmes and method statements showing agreement with people doing the work
- 4 records showing integration of operations

##### **Performance Criteria 3**

- 5 records of information obtained prior to the start of work

##### **Performance Criteria 4**

- 6 records of attendance
- 7 records of meetings with sub-contractors to discuss project or contract and attendance

##### **Performance Criteria 5**

- 8 schedule of resource acquisition and use that includes at least three of the following
  - 8.1 people
  - 8.2 plant, equipment or machinery
  - 8.3 materials and components
  - 8.4 sub-contractors
  - 8.5 information

##### **Performance Criteria 6**

- 9 plan of site showing storage and waste removal areas
- 10 records of site maintenance activities

##### **Performance Criteria 7**

- 11 records or plans showing how disruption has been minimised for special requirements and contingencies
- 12 records of delegated tasks to other team members

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### Scope/range related to knowledge and understanding

#### Attendance

- 1 facilities
- 2 welfare facilities
- 3 work specifications
- 4 security and fencing
- 5 utilities
- 6 traffic management
- 7 access and egress
- 8 off loading and loading
- 9 dimensional control
- 10 storage
- 11 health and safety

#### Information

- 12 survey reports
- 13 design
- 14 contractual
- 15 statutory consents
- 16 contractor's pre-planning information
- 17 health safety and environmental plan
- 18 method statements
- 19 programmes
- 20 about competence of people

#### People

- 21 client, customer or their representative
- 22 contractors
- 23 sub-contractors
- 24 third parties
- 25 public services
- 26 emergency services
- 27 suppliers
- 28 people working on site
- 29 statutory authorities
- 30 near neighbours
- 31 residents

#### Programmes

- 32 bar charts
- 33 network analysis
- 34 critical path
- 35 action lists
- 36 method statements

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### **Project requirement**

- 37 time
- 38 quality
- 39 cost
- 40 health and safety
- 41 regulations
- 42 sustainability
- 43 defects liability period

### **Resources**

- 44 people
- 45 plant, equipment or machinery
- 46 materials and components
- 47 sub-contractors
- 48 information

### **Special requirements**

- 49 sequencing
- 50 elimination of waste
- 51 regulations
- 52 heritage status
- 53 occupiers
- 54 environmental considerations
- 55 vehicular access
- 56 health and safety
- 57 hazards
- 58 trespass
- 59 near neighbours
- 60 public access
- 61 site conditions
- 62 statutory regulations and limitations
- 63 Codes of Practice

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**Relevant occupations** Production Managers and Directors in Construction

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**Suite** Construction Site Management

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