

Title	Explain the life cycle of contract management and complete contract management procedures		
Level	5	Credits	15

Purpose	People credited with this unit standard are able to explain the life cycle of contract management and complete contract management procedures.
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Classification	Infrastructure Works > Infrastructure Works Management
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Available grade	Achieved
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Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with relevant legislative and industry requirements.
- 2 Legislation relevant to this unit standard include:
 - Health and Safety at Work Act 2015;
 - NZS 3910:2013 *Conditions of contract for building and civil engineer construction*; available from www.standards.govt.nz;
 - and all subsequent amendments and replacements.
- 3 Definitions

Approvals refer to carrying out actions, approval from project managers, and delegated authority to proceed.

Industry requirements refer to relevant policies, processes, methodologies, industry codes of practice, site specific health and safety plans, standard operating procedures, site safety plans, quality plans, work plans, traffic management plans, contract work programmes, job safety analysis, safe work method statements, job instructions, manufacturer's requirements, contract specifications, manuals, procedural documents.

Risk refers to commercial, health and safety, time, compliance, stakeholder requirements, weather, environmental, sustainability.

Stakeholders for this unit standard refer to customer, contractor, community, client, subcontractors.

Outcomes and performance criteria

Outcome 1

Explain the life cycle for managing a contract.

Performance criteria

1.1 The life cycle for managing a contract is explained.

Range estimating, tendering, bid or no bid, tender handover, planning works, form of contract, NZS 3910:2013, alliances, joint ventures, build the team, develop a strategy, challenges, project start up, delivery, reviews, close out.

Outcome 2

Complete contract management procedures.

Performance criteria

2.1 Programme or schedule of works required for the contract is rechecked.

2.2 Procedures for setting up monthly reporting and completion of documents in relation to own role are completed.

2.3 Procedures for variations to the contract are determined, agreed, recorded, and reported to relevant personnel.

2.4 Procedures for monitoring the contract requirements and approvals are determined.

Range contract requirements include but are not limited to – quality, productivity, risk, financials, subcontractor performance, monitoring programme of works.

2.5 Contract review procedures are completed and communicated to relevant stakeholders in accordance with own role.

Range procedures include but are not limited to – stakeholder satisfaction, budget performance, productivity, risk, learnings over the duration of the contract.

2.6 Procedures for closing out the contract are completed.

Range procedures include but are not limited to – manuals, stakeholder satisfaction, performance, productivity, handover.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 November 2010	31 December 2016
Review	2	19 February 2015	31 December 2023
Review	3	29 July 2021	N/A

Consent and Moderation Requirements (CMR) reference	0101
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Connexis - Infrastructure Industry Training Organisation qualifications@connexis.org.nz if you wish to suggest changes to the content of this unit standard.