

Title	Develop and implement a project plan to deliver on an infrastructure works contract		
Level	5	Credits	15

Purpose	<p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – explain relationship management for an infrastructure works contract; – apply knowledge of bid methodology and cost structure to contract planning; – produce a schedule and monitor risks and opportunities; – develop and monitor an infrastructure works contract; – negotiate and manage a subcontractor agreement; – monitor and report on financials and other key performance indicators; – engage in toolbox meetings for contract management purposes; – communicate with clients on contract management matters; and – produce close-out documentation.
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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; and all subsequent amendments and replacements.
- 3 Definitions
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.
Stakeholder refers to customer, contractor, community, client, subcontractors.

Outcomes and performance criteria

Outcome 1

Explain relationship management for an infrastructure works contract.

Performance criteria

- 1.1 Relationship management for infrastructure works contract management is explained in terms of understanding stakeholder expectations and consequences for the company.

Range consequences may include but are not limited to – completion date or dates, quality and budget targets, management of onsite health and safety, crew morale; evidence of four consequences is required.

Outcome 2

Apply knowledge of bid methodology and cost structure to contract planning.

Performance criteria

- 2.1 Contract management documents are produced through the analysis of contract estimate items and the application of bid methodology to determine project requirements and item production rates.

Range project requirements – plant, labour, material, subcontract resources, budgets.

Outcome 3

Produce a schedule and monitor risks and opportunities.

Performance criteria

- 3.1 Risk and opportunities schedule is produced.

Range risk and opportunity identification, valuing, mitigation.

Outcome 4

Develop and monitor an infrastructure works contract.

Performance criteria

4.1 Contract is diagrammatically represented.

Range may include but is not limited to – start time, activities of the job, duration of activities, sequence of activities, interrelationship of activities, milestones, finish time, bar chart, flow chart, critical path chart, Gantt chart;
evidence of eight diagrammatic representations is required.

4.2 Monitoring of contract is reflected in regular reviews and updating documentation.

Outcome 5

Negotiate and manage a subcontractor agreement.

Performance criteria

5.1 Components of signed subcontractor agreement can be justified against the organisation's position as a contracting party.

Range components of signed agreement may include but are not limited to – legal names of parties; any special conditions that apply such as start date, completion date, liquidated damages, bonds, insurances; health and safety declaration; scope of the work;
evidence of four components is required.

5.2 Subcontractor agreement is submitted to contracting parties in advance of meeting in time for parties to give considered response to document.

5.3 Negotiation meeting is conducted on a win-win basis with opinions of all contracting parties solicited and considered.

5.4 Negotiations are courteous, calm, and fair, and arguments presented are based on fact.

5.5 Negotiation results are recorded in a signed agreement between parties.

5.6 Evidence of effective relationship management skills is collected.

Range evidence of effective relationship management skills may include but is not limited to – working collaboratively with client, maximising the value of the client relationships, regular communication with client;
evidence of two relationship management skills is required.

Outcome 6

Monitor and report on financials and other key performance indicators.

Performance criteria

6.1 Financials and other key performance indicators are monitored, reported and any variances are explained.

Range report includes an explanation of any variances and revenue.

Outcome 7

Engage in toolbox meetings for contract management purposes.

Performance criteria

7.1 Regular toolbox meetings are attended in accordance with contract management responsibilities.

7.2 Own engagement in toolbox meetings is recorded in minutes in accordance with contract management responsibilities.

Range engagement in toolbox meeting may include; – health and safety, environmental concerns, quality issues including non-conformances, job production, resources (plant, labour, materials), crew, individual or group concerns, company news; evidence of three topics is required.

7.3 Minutes of toolbox meetings are recorded for contract management purposes.

Outcome 8

Communicate with clients on contract management matters.

Performance criteria

8.1 Communications on contract management matters are recorded in contract documentation.

Range communications may include – safety, quality, environment, financials (claims, variations, budgets), programme, resources (suppliers' and subcontractors' performance); evidence of two communications is required.

Outcome 9

Produce close-out documentation.

Performance criteria

9.1 Close out documentation is produced in accordance with contract documentation.

Range may include but is not limited to – practical completion certificate, defects liability certificate, release of contractor bond, release of retention, close out report (financial performance, subcontractor performance, quality performance, safety, and environmental performance; feedback for estimator, risks and opportunities on the job, client relationship); evidence of four close out documents is required.

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	28 October 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.