

Practical Task 1 (2X)

Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to produce schedules of resource requirements so that orders can be placed for materials and labour for projects, and costs can be recorded and tracked as they are incurred.

- **Occasion 1:** Residential project
- **Occasion 2:** Commercial project

The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include:

- A copy of a material/labour schedule or supplier list for a project
- A copy of a purchase order for purchasing materials or other resources
- A cost report
- Site condition reports or dilapidation reports
- Contract documents
- Call forward sheets
- Variations

The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.

Resources required:

Contract documentation (including plans and specifications), computer.

Assessment of task

Name of participant:	Danielle Henderson		
Name of observer:	Ian Morse		
Role of observer (Confirm suitability to sign)	Project Manager		
Email address of observer	ian.morse@perigon.com.au		
Signature of observer:			
Date:	Click here to enter a date. 15/07/20		
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.		
	1 st Occasion	2 nd Occasion	
1.A. Consider all contract conditions in the schedules, including: • All contractual requirements • Local government and regulatory bodies' conditions of approval • Colour selections • Variations to contracts, raised by the client or builder	☒	☒	
1.B. Produce material and labour schedules, including: • Details of nominated suppliers and contractors in work schedules 1) Application of contract rates	☒	☒	
1.C. Produce relevant overlay drawings.	☒	☒	
1.D. Include contract details and instructions on orders.	☒	☒	

1.E. Prepare site files, including: - All necessary site documents, including plans and specifications - Preparation of call forward sheets, detailing all orders	☒	☒
1.F. Analyse project costs against estimates during construction.	☒	☒
1.G. Analyse approved variation costs.	☒	☒
1.H. Provide a final project cost analysis.	☒	☒
1.I. Maintain data files of standard costs, including: - Approved variation cost increases - Changes to standard plans, specifications, and cost files	☒	☒
1.J. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

In the course of Danielle's general day to day role she performs duties covering purchasing, from the use of setting up Draw Down orders across multiple disciplines on the project which covers consumables up to large infrastructure items that form a major part of the build.

She also maintains numerous disciplines of drawings, uploading to electronic portals and notifying the site team, including subcontractors for co-ordination. Hard copies are provided to site where needed to ensure latest drawings are in use as per the latest drawing register.

Cost reports are maintained regularly from the start to finish of our major projects, including variations additions. This report is reviewed by upper management to form company forecasts and EOM reporting figures.

Recently, on our Midtown project, Danielle has been co-ordinating our sample submissions from electronic to physical samples and getting client/architect sign off in order to meet project programming.