

Project Authorisation

After consultation with all stakeholders through design meetings (client, building certifier, engineer and builder) the tendered price has been accepted and approved for construction.

Contractual documents will be sent and signed via email using the Master Builders Queensland eDocs portal. As these documents are legally binding a CEC (consent to electronic communications and signatures) will need to be completed first enabling electronic signatures to be registered for future documentation.

MBQ Basic Works Contract (residential) will be used for this project to commence works on site. Authorised signature will be from the client JoAnne Weber for all future project documents.

The Project Manager/Builder Anthony MacSweeney communication and reporting:

- Weekly meeting with client to discuss progress as per the program and any client issues.
- Preparation and submission of change of scope.
- Supervision of sub-contractors and procurement of material.
- Submit progress claims as per contract requirements.
- Sub-contractor pricing, scopes of work, invoices and program delays.
- Stage inspections by appropriate authorities. (Frame stage and final stage).

Project Scope

Deliverables:

Stage 1: Front Entry block and steel construction Covered Walkway.

Stage 2: Rear awning structural steel framing and roofing.

Inclusions:**Stage 1: Front Entry Covered Walkway**

- Saw cut concrete and excavate footings. In ground services to be identified by owner.
- Pour concrete footing and place starter bars.
- Build block arch wall and render finish to match existing.
- Supply and install structural steel support beam primed paint finish.
- Timber roof framing H2.
- Metal roof battens, sisalation with colorbond corrugated roofing .042 BMT and flashings.

Stage 2: Rear Awning

- Erect scaffold for work platforms and access.
- Supply and install structural steel framing primed paint finish.
- Supply and install Colorbond Trimdek .042 BMT roofing including soaker flashings chased into block work.
- Timber framing to soffit lining.
- Line soffit with 6mm Villa board.

Exclusions:

The project exclusions are the same for stages 1 and 2.

- Electrical work including any sensor light, GPOs or Switch board up grades.
- Painting of any new work or existing.

Handover:

Project handover to client (JoAnne Weber) will occur once Stage 2 is completed and the follow items have been addressed.

- All defects are completed, and the client is satisfied with the standard of quality and finish. Defect documents DD (appendix 4) to be signed off by Client and PM.
- All inspections have been carried out and approved.
- Outstanding contract invoices have been settled by Client.
- Supply and installation of materials to comply to relevant Australian Standards and codes of practice.

A handover meeting will be held between the client and the PM for formal signing of the Practical completion notice PCN (appendix 3) and finalise any other remaining outstanding issues.

Outcomes

Due to the exposure of both Stages to the elements of nature from the south east. Constructing the covered walkway and the rear awning to the house will provide shelter from the driving rain and harsh North Queensland sun. While adding to the value and aesthetics of the property as a whole.

Understanding of the project outcomes between the stakeholders and Project manager/builder has been addressed through close consultation of the tender process and contract documents.

Scope Control

- Project Manager/Builder will work together with the projects sub-contractors to deliver the described works set out in each contractor work package.
- PM/Builder will oversee progress compared to the project baseline and report back to the Client using the weekly meetings.
- Works program to be updated weekly to confirm project is on time or if project creep is developing needing corrective management.
- EOT Extension of time will be submitted on standard QMB template EOTC in (Appendix 1).
- Progress claims to be submitted as per stages under item 9 of the Basic Works Contract as there are completed. MYOB invoicing template will be used for submission.

Change of Scope:

- Any team member or client can request a change to scope.
- All requests for change go through the PM for review either to deny or convene request.
- A meeting with the client and the PM is scheduled to discuss cost and impact on the projects baseline. The intent of the request towards the project would need to be considered.
- If both parties give initial approval, the PM will then submit a formal request to client using QMB Variation Document (residential) VAR-DOC (Appendix 2).
- VAR -DOC is signed and approved by the client. If the client denied the change request in the scheduled meeting it would not proceed any further.
- Upon acceptance the PM would update all relevant documents to deal with cost, time, quality, procurement and communicate those changes to the impacted subcontractors, stakeholders and suppliers etc.

Recommendations

- The client had some trouble understanding the processes for the electronic documents. Which slowed up the essential start dates. A face to face meeting instead of email correspondence would have helped with this process.