

Project Start Up Schedule

PROJECT: ATSICHS DECEPTION BAY

REV 01 Date 12/10/20

DISCIPLINE	ITEM	PROJECT START UP DOCUMENTATION	ACTION / RESPONSIBILITY	DUE DATE	CLOSED OUT	STATUS / COMMENTS
RESOURCES	1.1	Organisational Chart	PM / CM			Resourcing completed - ongoing discussion
	1.2	Resource requirement Schedule / Program	PM			Forecast timing for start / completion entered into Jobpac
	1.3	Meeting Schedule	PM			Team meeting in place, subbie meetings 9am Tuesdays
	1.4	Site Labour Assessment	PM / SM			Forecasted site labour, with rando for additional
	1.5	Roles & Responsibilities	PM			Development plans complete with the team, LC to schedule with JW on his plan
	1.6	Training Program & Register	PM / SM / HSE			Regular meetings with Mont and Shane
PROGRAM	2.1	Overall Net Program	PM / SM			Review weekly
	2.2	Overall Gross Program	PM			Review weekly
	2.3	Contract Programme	PM		16-Dec-24	LC Submitted
	2.4	Client Programme	PM		16-Dec-24	2 programmes - 1 for client, 1 for LM against Contract
	2.5	Delay Allowances	PM			
	2.6	Key Dates Summary	PM			Included in PCG - to be updated progressively
	2.7	Day Date Calendar	PM			
	2.8	Staging Diagrams	PM / SM			AW and LC to complete
	2.9	Site Start up Plan / Program - 1st Month on site	PM / SM			Ongoing updates
	2.10	Coordinated Authorities Program	PM			
	2.11	Procurement Schedule	PM / CA			Ongoing updates
	2.12	First 3 Monthly Program	PM / CA			Complete piling and establish structure set up
	2.13		PM/SM			
DESIGN	3.1	Design Meetings	PM			
	3.2	Trade Package Design Requirements—Design-Deliverables	PM / CA			
	3.3	Establish IFC Schedules (Procure)	PM / CA			
	3.4	Acoustic Requirements / Brief	PM / SM			
	3.5	Facade Waterproofing Review	PM / SM			
	3.6	Finishes Schedule Review	PM / SM / CA			
	3.7	Design matches tender submission	PM / SM / CA			Weekly meeting booked in
	3.8	Design Change Schedule (Running list of changes to track changes from Initial submission)	PM / CA			Reviewing currently
PLANNING	4.1	Site Establishment / Amenities Plan	PM / SM	22.01.25		Toilet block to centre between shed and site
	4.2	Existing services capping / decommissioning	PM / SM			Temp services connection / fees
	4.3	Materials handling / deliveries / storage	PM / SM			ongoing
	4.4	Perimeter Fence Requirements	PM / SM			
	4.5	Construction Zones	PM / SM			
	4.6	Hoarding Requirements	PM / SM			100m of hoarding required for the 400m of fencing
	4.7	Temporary Power Assessment	PM / SM			
	4.8	Permanent Power Issues	PM / SM			
	4.10	Pumping Plan	PM / SM			
	4.11	Cranes (radius, capacity, ground KPA, lifting analysis, removals)	PM / SM			Luffing crane required - no over sail
	4.12	Scaffold / EWP / BOOM access review	PE / SM			
	4.13	Staging Plans - Excavation & Foundations	PM / SM			
	4.14	Staging Plans - SOG & Structure	PM / SM			
	4.15	Pour sizes & breaks / column pours	PM / SM			submitted rfi on pour breaks
	4.16	Mngmt of exclusion zones	PM / SM			
	4.17	Pour Sequence	PM / SM			
	4.18	Tilt Up Panel Methodology, Propping locations	PM / SM			currently reviewing pre cast install methodology
	4.19	Master Hold Point / Inspection Matrix (Internal / Consultant / Client)	PM / SM			
	4.20	Construction Management Plan (CMP)	PM		CLOSED	LC issued to Blubird - approved
	4.21	Noise & Vibration Management Plan	PM			LC to review
	4.22	Traffic Management Plan	PM		CLOSED	
	4.23	Waste Management Plan	PM			
	4.24	Neighbours Plan	SM / PM			
	4.25	Pre Construction Presentation	PM / SM / CA			completed pre mob
	4.26	Project Sustainability Review (Temp Work Construction - Amenities etc)	PM / SM / CA			toilet block to be located between sheds and site. Shed 3 to be established and completed for the duration of the project. Team losing shed 1 in March

PROCUREMENT	5.1	Master Tender Documents Schedule	EST		CLOSED	IFC docs
	5.2	Margin Strategy (Team)	PM / CA / SM			Additional 2% to be added to margin
	5.3	Target Cost Plan	CM / PM			Rece and LC to close out
	5.4	Procurement Schedule	CA		CLOSED	Established and will result in on going updates
	5.5	Procure Pro Checklist	CA			
	5.6	ProcurePro & Procurement Methodology Review	CA / PM			
	5.7	Procure set up	CA			JW has loaded docs into Procure....Use ongoing
ESTABLISH SITE	6.1	Dilapidation Survey (incl. infrastructure)	PM / SM			Requried prior to start on site
	6.2	Adjoin Property Protection Plans	PM / SM			
	6.3	Hazardous Materials Report	PM / SM			
	6.4	Resolve any boundary issues	PM / SM			stormwater easement - to be shared with neighbours
	6.5	Environmental Controls (wheel wash, sed controls,)	PM / SM			let with flowrite
	6.6	Structure Controls (Pre & Post Pour Checklists)	PM / SM			
	6.7	Façade Controls	PM / SM			
	6.8	Establish Subcontractors meetings	PM / SM			9am Tuesdays - AW to issue invite
	6.9	Establish Services Coordination meetings	PM / SM			LC and AW to organise
AUTHORITIES	7.1	DA Tracking Schedule (EDQ)	PM	Ongoing		LC to review DA and BA Requirements
	7.2	Permits for Carpark closure	PM / CA			
	7.3	Project Signage Requirements	PM / SM			
	7.4	Telstra Issues	PM / CA			
	7.5	Water & Sewer Authority Issues (Incl Trade Waste)	PM / CA			
	7.6	Power Authority Issues	PM / CA			
	7.7	NBN Issues	PM / CA			
	7.8	TGS Issues - Gain approval for traffic contorl and works in the verge	PM			LC submitting paperwork
COMMERCIAL	8.1	Estimator handover meeting	PM / EST		CLOSED	
	8.2	Estimator to finalise file for J:Drive	PM / EST		CLOSED	
	8.3	Form 5.55 (J:Drive / Job pac)	PM / CA		CLOSED	
	8.4	Preliminaries & Supervision Buildup Complete	PM / SM			
	8.5	Salaries & Wages Forecast	PM / CA			
	8.7	Project Insurances Check	PM			
	8.8	Review Cost Plan prior to download in Jobpac	PM / CM / CA / EST			
	8.9	Standard Subcontract	CA			
	8.10	Standard Minor Works	CA			
	8.11	Standard Supply Agreement	CA			
	8.12	Variation Register Established	CA			
	8.13	Subcontractor Progress Payment Guidelines & Checklist	CA / PM			
	8.14	Security of Payments Controls	CA / PM			
	8.15	Subcontractor Variations - Master Control	CA / PM			
	8.16	Cost Report	CA / PM			
	8.17	Master Schedule of Rates Template Drafted	CA / PM			Ongoing with trade letting
	8.18	Master Schedule of Warranties template Drafted	CA / PM			WITHIN CONTRACT
	8.19	Delay Notification Controls Established	CA / PM			
	8.20	Project Contingency Controls	PM / CM			
	8.21	Procurement Tracking Controls	CA / PM			Procurement schedule in place as well as programme
	8.22	Register of Maintenance Agreement Drafted	CA			
	8.23	Head Contract Finalised with Estimators input in Inclusions / Exclusions	PM / EST / ECI			
HS&E & INDUSTRIAL	9.1	Site (House) Rules	PM / SM			
	9.2	Risk Register developed & approved	PM / SM			
	9.3	Site Induction Procedures	PM / SM			
	9.4	Site Establishment Checklist	PM / SM			
	9.5	Works to Proceed Checklist	PM / SM			
	9.6	First Aid Shed / First Aider etc	SM			
	9.7	Nurse Call n/a	PM / SM / CM			
	9.8	Safety Committee Protocol Established	SM			
	9.9	WMS / Risk Assessment / Subbie Induction Controls	SM / HSE			
	9.10	Project Risk Assessment Complete	SM / HSE			
QA	10.1	Standard Filing Index	CA		CLOSED	Standard system
	10.2	Setup Files	CA		CLOSED	
	10.3					
	10.4	Site Correspondence Protocols	PM / SM / CA			
	10.5	SI Protocols	PM / SM / CA			
	10.6	RFI Protocols	PM / SM / CA			Procure
	10.7	Design (drawing) issue controls	PM / SM / CA			
	10.8	Specification Controls	PM / SM / CA			
	10.9	HOLD POINT REGISTER	PM / SM / CA			
OTHER	11.1	Safety Leadership Workshop	Full Team	31-Jan-25		
	11.2	One on One's	Full Team			
	11.3	Team Plan Workshop	Full Team			
	11.4	Roles & Responsibilities Workshop	Full Team			
	11.5	McNab Values Workshops	Full Team			

	ITEM COMPLETE
	ITEM ONGOING
	ITEMS OVERDUE