

Performance Development Plan

A project start-up meeting (minuted) will be held to establish responsibilities, roles and a common understanding of the project's deliverables, objectives etc. A clear over-all project picture is created for the project team.

The following Performance Development Plan (Appendix17) has been implemented into the project's templates to be used on a quarterly basis. The Performance Development Plan is used as a positive tool to identify areas of opportunity and or improvement for action within the next quarter.

Weekly project team meetings (minuted) are to be held (Appendix 18) for discussions on construction program status, planning of up-coming tasks and any current and ongoing issues within the project. This platform will also be used as an indication to the PM of how the project team is working together - a general round table discussion.

Stakeholder Communication.

Apart from verbal and electronic communication, which will form the basic platform for relaying information there will be a weekly project meeting for stakeholders (Appendix 18). This meeting will be utilised for any of the following issues : Change of Scope discussions, status of constructions, quality performance and to address any concerns that the Stakeholders may have.