

| Observer details                                  |                                                                                   |
|---------------------------------------------------|-----------------------------------------------------------------------------------|
| Name of observer:                                 | Shawn Jarvis                                                                      |
| Role of observer<br>(Confirm suitability to sign) | Builder                                                                           |
| Email address of observer                         | Contact@shawnjarvisbuilder.com.au                                                 |
| Signature of observer:                            |  |
| Date:                                             | Select Date. 30-1-24                                                              |

| When completing the task, did the Participant:                                                                                                             | Tick if satisfactorily completed.<br>Provide comments if left unticked. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <b>1 Assess physical and human resource requirements.</b>                                                                                                  |                                                                         |
| 1.1A. Determine the conditions of approval from local government and regulatory bodies.(HO1-template)                                                      | <input checked="" type="checkbox"/>                                     |
| 1.1B. Document variations to the scope of works. (HO1-template)                                                                                            | <input checked="" type="checkbox"/>                                     |
| 1.1C. Determine contractual terms and arrangements by the client and the commencement dates. (HO1-template)                                                | <input checked="" type="checkbox"/>                                     |
| 1.1D. Compile a list of nominated and approved suppliers and contractors.(HO2 & HO3- template)                                                             | <input checked="" type="checkbox"/>                                     |
| 1.1E. Determine and document channels of communication suited to suppliers and contractors. (HO2 & HO3- template)                                          | <input checked="" type="checkbox"/>                                     |
| 1.1F. Confirm availability of materials with suppliers and labour with contractors.                                                                        | <input checked="" type="checkbox"/>                                     |
| 1.1G. Produce a labour and materials schedule across the life of the project and enter critical project information into project schedule. (HO7- template) | <input checked="" type="checkbox"/>                                     |
| <b>2 Produce schedules.</b>                                                                                                                                |                                                                         |
| 1.2A. Prepare electronic call forward sheet and site files containing necessary site documentation.(HO4- template)                                         | <input checked="" type="checkbox"/>                                     |
| 1.2B. Break down project into stages and tasks and set milestones and timeframes for commencement and completion. (HO7- template)                          | <input checked="" type="checkbox"/>                                     |
| 1.2C. Itemise materials and labour required for the stages of construction.                                                                                | <input checked="" type="checkbox"/>                                     |
| 1.2D. Develop and manage efficient communications between staff, contractors and suppliers                                                                 | <input checked="" type="checkbox"/>                                     |
| 1.2E. Sequence material delivery dates and commencement times for labour. (HO7- template)                                                                  | <input checked="" type="checkbox"/>                                     |
| 1.2F. Factor in unplanned delays. (HO7- template)                                                                                                          | <input checked="" type="checkbox"/>                                     |
| <b>3 Monitor project costs and maintain project files.</b>                                                                                                 |                                                                         |
| 1.3A. Monitor construction stage progression costs and approved variation costs against estimated project cost.(HO8- template)                             | <input checked="" type="checkbox"/>                                     |
| 1.3B. Manage and monitor project progress against scheduled timelines.(HO5 template)                                                                       | <input checked="" type="checkbox"/>                                     |
| 1.3C. Record monitored project progress and variations, estimated and increased costs.                                                                     | <input checked="" type="checkbox"/>                                     |
| 1.3D. Record unscheduled and approved variations, changes to the approved plan and specifications and delays to the project.(HO5 & HO6 - template)         | <input checked="" type="checkbox"/>                                     |
| 1.3E. Resolve issues, within scope of responsibilities, and maintain a cost analysis against final estimated project cost. (HO8 - template)                | <input checked="" type="checkbox"/>                                     |