

Project Details Report

Required for projects generally > \$100,000 (or as required by the General Manager).

The need for the completion of a summary report on an individual stage of a multi-stage project site should be discussed with the General Manager/Operations Manager before proceeding with the report.

This report is to be submitted to the following personnel no later than 28 days after practical completion:

- 1) General Manager
- 2) Operations Manager
- 3) Construction Manager
- 4) Office Manager.

Details

Project Name: _____

Job Number: _____

Suburb: _____

State: _____

Region: _____

Contracting Entity: ☐ BMD Constructions
☐ Joint Venture with: _____

Project Type: ☐ Tender/EOI
☐ Current
☐ Complete

Description of project: *Please provide a general overview of the project and why the works were undertaken.*

Sector

Industry Sector: ☐ Aviation
☐ Rail
☐ Water
☐ Defence
☐ Resources and Energy
☐ Industrial
☐ Transport
☐ Other, please specify: _____

Client Details

Client Company: _____

Contact Name: _____ Position: _____

Address: _____ State: _____ Postcode: _____

Telephone: _____ Mobile: _____ Facsimile: _____

Email: _____

Project Referee

Referee Name: _____ Position: _____

Telephone: _____ Mobile: _____ Facsimile: _____

Email: _____

Testimonial

A written testimonial from the client must be completed for projects over \$10 million.

If no testimonial has been obtained, please explain why:

Contract Details

Original start value: _____

Actual end construction value achieved: _____

Original start contract date: _____ Original end contract date: _____

Actual start construction date: _____ Actual end construction date: _____

Total Duration (weeks): _____

Contract type: _____

Were there any claims made? _____

Was an alternative tender accepted? _____

Project Outcomes and Achievements

Please select all items that are relevant to your project. Please describe both positive and negative incidents including causes and outcomes.

Design

Did BMD manage the design process?

If yes, please explain how the designers were integrated into the project team, provide details of the communications between the design and project teams, and how both impacted the efficiency of the site.

If no, please provide details of the communications between the design and project teams and how that impacted the efficiency of the site.

Environment

Were there any environmental activities implemented on site?

If yes, please include information regarding the activities including noise monitoring, water testing, etc. and how successful or unsuccessful these activities were.

Were there any specific strategies implemented for wet weather?

If yes, please describe the strategies including for wet and dry seasons, if applicable.

Quality

Explain how BMD delivered a quality product within the client's timeframe and budget.

Key Performance Indicators (KPI) / Key Responsibility Areas (KRA)

Where there any KPIs/KRAs on the project?

If yes, what were they and how were they managed/achieved?

Management and Coordination

Were there any programs/procedures that were implemented by the Project Manager specifically for this project?

If yes, please describe the programs/procedures.

Were there any incentives run during the project for staff?
If yes, please describe the incentives and their effectiveness.

Safety

Were there any safety initiatives or programs that were implemented throughout the project?
If yes, please explain the initiatives or programs and their effectiveness.

Were there any major incidents or near misses on the project?
If yes, how were these incidents investigated and what were the outcomes?

Describe your safety culture on site.

Client Relations

Describe your relationship with the client. Please include how the relationship effected decision making.

Was there a relationship or performance scoring mechanism implemented between BMD and the client?

If yes, please describe the mechanism and its effectiveness.

Please upload any completed contractor performance reports at the end of this report.

Subcontractors

Describe how you ensured BMD's systems were followed by subcontractors on your project.

Traffic

Were there high volumes of traffic in constrained environments?
If yes, please explain how this was managed. Include traffic volumes if applicable.

Did we conduct works adjacent to live traffic during the project?

If yes, please explain how this was managed.

Were there any incidents or near misses involving traffic?

If yes, how were these incidents investigated and what were the outcomes?

Stakeholders and Community

Describe the community and/or stakeholders relevant to your project and how you communicated with them. This includes nearby residents, businesses, road users, etc.

Was the community engaged on your project? This includes informing stakeholders about works, community reference groups, etc.

If yes, please explain interactions including their purpose and outcomes, as well as communication tools.

Did the project undertake any community initiatives or local sponsorships?

If yes, please provide details including the purpose, outcomes and any funds raised.

Were any positive comments received from stakeholders during the construction process? Please upload any relevant documents received from stakeholders at the end of this report.

Training

Was formal training a requirement of the project contract?

If yes, please provide a summary of the training program including the requirements and if these targets were met.

Cultural Heritage and Indigenous Participation

Were there any cultural heritage issues?

If yes, what were they and how were they managed?

Did the project engage in any Indigenous participation?

If yes, please describe the participation including employment, training, traditional land owners, and the outcomes of these interactions.

Innovation

Describe any innovations during the project, including the use of new technology or solutions to improve value for money.

Local Industry Participation

Were there any local participation requirements for your project or did you engage with local participants?

If yes, please provide details.

Project Participants

Design Consultant

Organisation: _____

Contact Name: _____ Position: _____

Address: _____ State: _____ Postcode: _____

Telephone: _____ Mobile: _____ Facsimile: _____

Email: _____

Engineering Consultant

Organisation: _____

Contact Name: _____ Position: _____

Address: _____ State: _____ Postcode: _____

Telephone: _____ Mobile: _____ Facsimile: _____

Email: _____

Communications Consultant

Client Company: _____

Contact Name: _____ Position: _____

Address: _____ State: _____ Postcode: _____

Telephone: _____ Mobile: _____ Facsimile: _____

Email: _____

Other Participants

Client Company: _____

Contact Name: _____ Position: _____

Address: _____ State: _____ Postcode: _____

Telephone: _____ Mobile: _____ Facsimile: _____

Email: _____

Documents

Please include any appropriate documentation (including testimonials mentioned above).

Any comments:

Photos

A minimum of six high resolution photos are required that best portray the project. A mix of progress shots and completed shots are ideal.

Any comments:

Awards

Please provide any documents of award submissions and/or copies of award certificates.

Any comments:

Completed By

Name:

Position:

Date:
