

# Apply project risk management techniques

## PRACTICAL TASK 1 – OCCASION 2 BSBPMG426

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## Stakeholder Analysis Template

| <b>Project Name:</b> WYNNUM PROJECT – PRACTICAL TASK 1 – OCCASION 2 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>Prepared by:</b> NOREEN ABU-OBEID                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Date:</b> 9/1/2024                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Project Stakeholder</b>                                          | <b>Specific Information Needs</b>                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Best Source of Information Needed</b>                                                                                                                                                                                                                                                                                                                                                                                       | <b>Planned Method of Delivery</b>                                                                                                                                                                                                                                                                                                                                                                                                | <b>Timing Considerations</b>                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Project Manager</b>                                              | <p>Project Scope: Detailed understanding of the project scope, including architectural plans, engineering designs, and renovation requirements.</p> <p>Budget and Cost Estimates: Accurate and up-to-date information on project costs, including budgets, expenses, and potential cost overruns.</p> <p>Schedule and Timeline: A well-defined project schedule with milestones, deadlines, and critical paths.</p> <p>Regulatory Compliance: Knowledge of</p> | <p>Architectural and Engineering Plans: Detailed plans and drawings provided by architects and engineers.</p> <p>Construction Documents: Contracts, specifications, and project documents.</p> <p>Project Management Software: Project management software platforms that centralize project information, schedules, and communications</p> <p>Site Inspections: Regular site inspections to assess progress, quality, and</p> | <p>Meetings: Regular meetings with project stakeholders, including subcontractors, suppliers, and the client, to discuss progress and issues.</p> <p>Reports: Written reports or updates on project status, budget, schedule, and risks.</p> <p>Project Management Software: Utilization of project management software for real-time data sharing and collaboration.</p> <p>Email and Communication Tools: Email, messaging</p> | <p>Real-Time Updates: Timely access to information as it becomes available to make informed decisions and adjustments.</p> <p>Critical Milestones: Timing of critical project milestones and deadlines to ensure on-time completion.</p> <p>Regulatory Compliance: Ensuring that all regulatory requirements are met within specified timelines.</p> <p>Resource Scheduling: Timely allocation of labor, equipment, and</p> |

|                 |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                           |                                                                                                                                                                                                                                                                |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 | <p>local building codes, permits, and regulatory requirements, as well as any environmental regulations that may apply.</p> <p>Resource Allocation: Information about the availability and allocation of labor, equipment, and materials.</p> | <p>safety compliance.</p> <p>Suppliers and Subcontractors: Communication with suppliers and subcontractors for material and labor-related information.</p> <p>Regulatory Authorities: Local building departments and regulatory agencies for permitting and compliance information.</p> <p>Industry Associations: Industry-specific associations and organizations that provide updates on best practices and regulations.</p> | <p>apps, and communication tools for quick updates and correspondence</p> <p>Site Documentation: Maintaining a well-organized repository of project documents, drawings, and records.</p> | <p>materials to prevent delays.</p> <p>Change Management: Managing changes and modifications promptly to avoid disruptions to the project schedule.</p> <p>Safety: Continuous monitoring of safety procedures and addressing safety concerns in real-time.</p> |
| <b>Customer</b> | <p>Budget and Cost Estimates: Accurate and up-to-date information on project costs, including budgets, expenses, and potential cost overruns.</p>                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Meetings: Regular meetings with project stakeholders, including subcontractors, suppliers, and the client, to discuss progress and issues.</p>                                         |                                                                                                                                                                                                                                                                |

|                                |                                                                                                        |                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|--------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                | Schedule and Timeline: A well-defined project schedule with milestones, deadlines, and critical paths. |                                                                                | <p>Reports: Written reports or updates on project status, budget, schedule, and risks.</p> <p>Project Management Software: Utilization of project management software for real-time data sharing and collaboration.</p> <p>Email and Communication Tools: Email, messaging apps, and communication tools for quick updates and correspondence</p> <p>Site Documentation: Maintaining a well-organized repository of project documents, drawings, and records.</p> |  |
| <b>Performing Organisation</b> | Resource Allocation: Information about the availability and allocation of                              | Regulatory Authorities: Local building departments and regulatory agencies for |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |

|                             |                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                              |
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|                             | <p>labor, equipment, and materials.</p> <p>Safety Guidelines:<br/>Access to safety protocols, hazard assessments, and emergency procedures for the construction site.</p>                                                                                                                                                                                                 | <p>permitting and compliance information.</p> <p>Industry Associations:<br/>Industry-specific associations and organizations that provide updates on best practices and regulations.</p>                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Project Team Members</b> | <p>Safety Guidelines:<br/>Access to safety protocols, hazard assessments, and emergency procedures for the construction site.</p> <p>Communication Channels:<br/>Effective communication channels with project stakeholders, including subcontractors, suppliers, and the client.</p> <p>Quality Standards:<br/>Information on quality standards and expectations for</p> | <p>The primary sources of information for a Project Team Member include architectural and engineering plans and documents, which provide detailed guidance on construction and renovation tasks. Daily site reports and progress updates from on-site supervisors and subcontractors are crucial. Additionally, project management software or tools can facilitate real-time access to</p> | <p>Information delivery methods for a Project Team Member should prioritize real-time communication and accessibility. Regular on-site meetings and briefings with project managers, subcontractors, and the construction team can ensure alignment with project goals. Utilizing project management software or mobile apps for task assignments, updates, and document</p> | <p>Timing is critical for a Project Team Member as they need to coordinate tasks and activities effectively. They should be aware of project schedules, milestones, and deadlines to ensure that work progresses as planned. Timely reporting of any delays, issues, or changes is crucial to avoid disruptions. Additionally, adherence to safety and quality timelines is vital to maintain a safe working environment</p> |

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|                | construction and renovation work.                                                                                                                                                                                                                               | schedules, communication, and task assignments, helping team members stay organized and informed. | sharing can enhance efficiency and collaboration. Email, phone calls, and messaging apps can serve as supplementary communication tools for addressing immediate concerns and inquiries.                                                                                                                                                                                  | and meet quality standards. Regularly reviewing schedules and adjusting work plans as necessary can help team members meet project milestones and deliver on time.                                                                                  |
| <b>Sponsor</b> | <p>Budget and Cost Estimates: Accurate and up-to-date information on project costs, including budgets, expenses, and potential cost overruns.</p> <p>Schedule and Timeline: A well-defined project schedule with milestones, deadlines, and critical paths.</p> |                                                                                                   | <p>Meetings: Regular meetings with project stakeholders, including subcontractors, suppliers, and the client, to discuss progress and issues.</p> <p>Reports: Written reports or updates on project status, budget, schedule, and risks.</p> <p>Project Management Software: Utilization of project management software for real-time data sharing and collaboration.</p> | <p>must receive information in a timely manner to make informed decisions and provide necessary approvals. Project timelines and milestones should align with their expectations, and any delays or deviations should be communicated promptly.</p> |

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|                         |                                                                                                                                                                                                                                                                                                                                     |  | <p>Email and Communication Tools: Email, messaging apps, and communication tools for quick updates and correspondence</p> <p>Site Documentation: Maintaining a well-organized repository of project documents, drawings, and records.</p>                                                       |                                                                                                                                                                                                                                                     |
| <b>Senior Executive</b> | <p>Regulatory Compliance: Knowledge of local building codes, permits, and regulatory requirements, as well as any environmental regulations that may apply.</p> <p>needs access to crucial project details such as architectural plans, engineering specifications, and daily work schedules. They must also be aware of safety</p> |  | <p>Meetings: Regular meetings with project stakeholders, including subcontractors, suppliers, and the client, to discuss progress and issues.</p> <p>Reports: Written reports or updates on project status, budget, schedule, and risks.</p> <p>Project Management Software: Utilization of</p> | <p>must receive information in a timely manner to make informed decisions and provide necessary approvals. Project timelines and milestones should align with their expectations, and any delays or deviations should be communicated promptly.</p> |

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|                                    | <p>protocols, equipment maintenance requirements, and material orders to ensure smooth operations. Knowledge about any design changes, site conditions, and quality expectations is essential, as well as clear communication channels with team members and subcontractors.</p> |                                                                                                                                                                                                                                                                | <p>project management software for real-time data sharing and collaboration.</p> <p>Email and Communication Tools: Email, messaging apps, and communication tools for quick updates and correspondence</p> <p>Site Documentation: Maintaining a well-organized repository of project documents, drawings, and records.</p> |                                                                                                                                                                                                                                          |
| <b>Other Internal Stakeholders</b> | <p>Risk Assessment: Identification of potential risks and mitigation strategies.</p> <p>Change Orders: Information on any change orders, modifications, or variations to the original project scope.</p>                                                                         | <p>The best sources of information for internal stakeholders typically include project status reports, financial statements, and regular updates from the project manager or construction team. Project management software or platforms can provide real-</p> | <p>Meetings: Regular meetings with project stakeholders, including subcontractors, suppliers, and the client, to discuss progress and issues.</p> <p>Reports: Written reports or updates on project status, budget,</p>                                                                                                    | <p>Internal stakeholders must receive information in a timely manner to make informed decisions and provide necessary approvals. Project timelines and milestones should align with their expectations, and any delays or deviations</p> |

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|                                    | <p>detailed information related to project progress, budget updates, and potential risks. They need to be informed about any changes in project scope or design, as well as adherence to quality and safety standards. Information regarding the allocation of resources, such as labor and equipment, is also crucial to ensure efficient project execution. Additionally, internal stakeholders may seek updates on project milestones and timelines to assess progress and make informed decisions.</p> | <p>time access to project data, including schedules, budgets, and task assignments. Communication with the project manager and team members is essential for gaining insights into day-to-day operations and addressing any concerns or inquiries.</p> | <p>schedule, and risks.</p> <p>Project Management Software: Utilization of project management software for real-time data sharing and collaboration.</p> <p>Email and Communication Tools: Email, messaging apps, and communication tools for quick updates and correspondence</p> <p>Site Documentation: Maintaining a well-organized repository of project documents, drawings, and records.</p> | <p>should be communicated promptly. Financial reports should be provided at regular intervals, and budget updates should be synchronized with project progress. Adherence to safety and quality timelines is important to maintain the integrity of the project. Timely updates on resource allocation and availability are essential for effective resource management. Overall, the timing of information delivery should support the internal stakeholder's ability to oversee the project effectively and align it with organizational goals.</p> |
| <b>Other External Stakeholders</b> | <p>Effective communication channels with project</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                        | <p>Meetings: Regular meetings with project</p>                                                                                                                                                                                                                                                                                                                                                     | <p>must receive information in a timely manner to make</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|  |                                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                 |
|--|--------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | stakeholders, including subcontractors, suppliers, and the client. |  | <p>stakeholders, including subcontractors, suppliers, and the client, to discuss progress and issues.</p> <p>Reports: Written reports or updates on project status, budget, schedule, and risks.</p> <p>Project Management Software: Utilization of project management software for real-time data sharing and collaboration.</p> <p>Email and Communication Tools: Email, messaging apps, and communication tools for quick updates and correspondence</p> <p>Site Documentation: Maintaining a well-organized repository of project documents,</p> | <p>informed decisions and provide necessary approvals. Project timelines and milestones should align with their expectations, and any delays or deviations should be communicated promptly.</p> |
|--|--------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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|  |  |  |                        |  |
|--|--|--|------------------------|--|
|  |  |  | drawings, and records. |  |
|--|--|--|------------------------|--|

## Communications Plan Template

| Key Stakeholders<br>(Distribution Schedule) | Stakeholder Issues                                       | Key Messages to Communicate                                                     | Communication Methods to be Used<br>(written, one-on-one, electronic, meetings, etc.) | Description of Specific Communications<br>(content, format, level of detail, etc.)                           | Timing Issues<br>(see also <i>Bar Chart, Project Schedule</i> )     |
|---------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>Client</b>                               | Project progress, design changes, budget updates, safety | Project milestones, budget status, safety updates, design changes               | Meetings, written reports, electronic updates                                         | Monthly progress reports with financial summaries, bi-weekly safety updates, quarterly design change reports | Timely updates to align with client meetings and project milestones |
| <b>Senior Management</b>                    | Project status, financial performance, potential risks   | Overall project status, financial summaries, risk assessment, milestone updates | Quarterly presentations, written financial reports, electronic updates                | Quarterly project performance presentations, monthly financial reports, ad-hoc risk assessments              | Timely reporting to support decision-making                         |
| <b>Sponsor</b>                              | Project progress, budget adherence, resource allocation  | Progress against project plan, budget utilization, resource allocation          | Bi-weekly electronic updates, one-on-one meetings                                     | Bi-weekly budget utilization reports, monthly resource allocation updates, regular one-on-one discussions    | Frequent updates to keep the sponsor informed                       |
| <b>Project team members</b>                 | Daily operations, resource needs, safety concerns        | Daily work plans, resource requests, safety updates                             | Daily meetings, written work orders, electronic messaging                             | Daily task assignments, weekly resource requests, immediate safety alerts                                    | Real-time communication to address daily operational needs          |
| <b>Employees</b>                            | Safety, work schedules, site access                      | Safety guidelines, site access information, schedule changes                    | Meetings, electronic updates, one-on-one discussions                                  | Monthly safety meetings, weekly schedule updates, individual discussions as needed                           | Timely updates for safety and scheduling changes                    |

|                            |                                                           |                                                                          |                                                                                        |                                                                                                              |                                                     |
|----------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>Subcontractors</b>      | Project requirements, changes in scope, payment schedules | Scope changes, payment schedules, project specifications                 | Written contracts, electronic change orders, one-on-one negotiations                   | Updated contracts with scope changes, electronic change orders for approval, regular one-on-one negotiations | Timely communication to manage scope and payments   |
| <b>Suppliers</b>           | Material orders, delivery schedules, quality requirements | Material orders, delivery schedules, quality standards                   | Electronic purchase orders, written quality specifications, electronic updates         | Purchase orders with delivery schedules, written quality standards, regular electronic updates               | Timely updates for material procurement and quality |
| <b>Unions</b>              | Labor agreements, safety regulations, work conditions     | Labor agreements, safety regulations, work condition updates             | Meetings, written agreements, electronic updates                                       | Signed labor agreements, safety regulation updates, periodic electronic updates                              | Timely updates for labor and safety compliance      |
| <b>Government Agencies</b> | Permits, inspections, regulatory compliance               | Permit applications, inspection schedules, regulatory compliance updates | Written permit applications, electronic inspection schedules, meetings with inspectors | Timely permit applications, scheduled inspections, compliance reports                                        | Adherence to regulatory timelines and inspections   |
| <b>Community</b>           | Construction schedule, noise, safety concerns             | Construction schedule, noise mitigation measures, safety protocols       | Community meetings, electronic newsletters, one-on-one discussions                     | Monthly construction schedule updates, electronic newsletters, individual discussions as needed              | Ongoing community engagement and responsiveness     |

# Communication Requirements Analysis Worksheet

| <b>Project Name:</b> refer to the above            |                                   |                               |                                                            |                              |
|----------------------------------------------------|-----------------------------------|-------------------------------|------------------------------------------------------------|------------------------------|
| <b>Prepared by:</b>                                |                                   |                               |                                                            |                              |
| <b>Date:</b>                                       |                                   |                               |                                                            |                              |
| General Area of Communication Need                 | Information Needed, and for Whom? | Optimum Information Format(s) | How is this communication essential to success of project? | Decision to implement Yes/No |
| <b>Project Organisation Relationships</b>          |                                   |                               |                                                            |                              |
| <b>Stakeholder Responsibility Relationships</b>    |                                   |                               |                                                            |                              |
| <b>Sponsor Relationships</b>                       |                                   |                               |                                                            |                              |
| <b>Senior Executive Relationships</b>              |                                   |                               |                                                            |                              |
| <b>Disciplines, Departments, Specialties, etc.</b> |                                   |                               |                                                            |                              |
| <b>Logistics of Project Staffing by Location</b>   |                                   |                               |                                                            |                              |
| <b>External: Media</b>                             |                                   |                               |                                                            |                              |
| <b>External: Community</b>                         |                                   |                               |                                                            |                              |
| <b>External: Government, Regulatory Agencies</b>   |                                   |                               |                                                            |                              |
| <b>Other</b>                                       |                                   |                               |                                                            |                              |

# Contract Change Control System Checklist and Worksheet

**Project Name:** WYNNUM PROJECT – PRACTICAL TASK 1 – OCCASION 2

**Prepared by:** NOREEN ABU-OBEID

**Date:** 9/1/2024

## Determine those responsible for approving or rejecting proposed contract changes:

### CHANGES ARE:

The minimum glazing treatments are presented in Table 5, with the installed glazing systems to comply with the following:

- The minimum glass thickness specified shall not be reduced regardless of the Rw performance of the glass unless the glazier can provide a specific (non generic) NATA Test report proving the proposed glazing system complies (the test report must be based on the same configuration proposed for the development). Note an estimation or calculated performance will not be accepted.
- If compliance cannot be achieved with the minimum Rw ratings for the glass thickness nominated, then the glazing system shall be upgraded until compliance is achieved.
- Glazing specified with acoustic seals requires a seal that has been tested with a glazing system or door to achieve an Rw in accordance with AS/NZS ISO 717.1, mohair seals are not acceptable.

The glazier shall provide NATA test reports on request to verify compliance with the minimum Rw ratings. Generic reports are not acceptable.

Those responsible for approving or rejecting proposed contract changes are:

- The responsible parties for approving project changes in this context would typically include the following:
  - Project Manager: Oversees the project and ensures compliance with specifications, including glazing treatments and acoustic requirements.
  - Architect/Designer: Responsible for specifying the glazing systems and acoustic seals.
  - Glazier: Implements the glazing treatments and is responsible for providing NATA test reports.

## Define any types of changes qualifying for automatic approval without review:

- The report does not explicitly mention changes that qualify for automatic approval. However, routine changes that do not affect glazing treatments or acoustic requirements may not require extensive approval processes.

Define steps by which contracts may be changed, including:

- Identify the Need for Change:
  - Project Manager, Architect/Designer, or Glazier identifies the need for changes related to glazing treatments or acoustic seals.
- Document Proposed Changes:
  - Prepare a detailed description of the proposed changes, including specifications, test reports (if applicable), and reasons for the change.
- Review and Approval:
  - Project Manager reviews the proposed changes for compliance with project goals and regulations.
  - If the changes are compliant, they may be approved.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                    |                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------|
| <ul style="list-style-type: none"> <li>• Implementation: <ul style="list-style-type: none"> <li>○ The Glazier proceeds with implementing the approved changes as specified.</li> </ul> </li> <li>• Testing and Verification: <ul style="list-style-type: none"> <li>○ If NATA test reports are required, the Glazier provides them to verify compliance.</li> </ul> </li> <li>• Documentation: <ul style="list-style-type: none"> <li>○ All changes, approvals, and supporting documents are documented for project records.</li> </ul> </li> </ul> |                                    |                       |
| Paperwork                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                    |                       |
| Tracking systems                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                    |                       |
| Dispute resolution procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                    |                       |
| Approval levels required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                    |                       |
| <b>Describe how contract changes will be integrated with the project's integrated change control system:</b><br>Via the software                                                                                                                                                                                                                                                                                                                                                                                                                    |                                    |                       |
| <b>Additional Remarks:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                    |                       |
| <b>Submitted</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Name/Title:</b> Project Manager | <b>Date:</b> 9/1/2024 |
| <b>Approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Name/Title:</b> Director        | <b>Date:</b> 9/1/2024 |

## Contract Performance Report Template

|                                                                                         |                    |              |
|-----------------------------------------------------------------------------------------|--------------------|--------------|
| <b>Project Name:</b>                                                                    |                    |              |
| <b>Prepared by:</b>                                                                     |                    |              |
| <b>Date:</b>                                                                            |                    |              |
| <b>Status of Vendor Performance, relative to project/contract objectives:</b>           |                    |              |
| Scope (On Scope? If not, how serious)                                                   |                    |              |
| Schedule (On schedule? Ahead or behind by how much, etc.)                               |                    |              |
| Cost (On budget? Under or over by how much, etc.)                                       |                    |              |
| Quality                                                                                 |                    |              |
| <b>Progress Report</b> (What is completed, what is in process, key changes made, etc.): |                    |              |
| <b>Forecasting</b> (Estimate of future project status and progress):                    |                    |              |
| <b>Other Issues or Comments:</b>                                                        |                    |              |
| <b>Submitted</b>                                                                        | <b>Name/Title:</b> | <b>Date:</b> |
| <b>Approved</b>                                                                         | <b>Name/Title:</b> | <b>Date:</b> |

## Generic Change Request Template

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                      |                          |                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------|--------------------------------|
| <b>Project Name:</b> WYNNUM PROJECT – PRACTICAL TASK 1 – OCCASION 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                      |                          |                                |
| <b>Prepared by:</b> NOREEN ABU-OBEID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                      |                          |                                |
| <b>Date:</b> 9/1/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                      |                          |                                |
| <b>Person(s) Requesting Change:</b> ACOUSTIC EXPERT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                      |                          |                                |
| <b>Change Number:</b> 0002KNI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                      |                          |                                |
| <b>Type of Change Requested:</b><br><br><p>The minimum glazing treatments are presented in Table 5, with the installed glazing systems to comply with the following:</p> <ul style="list-style-type: none"> <li>The minimum glass thickness specified shall not be reduced regardless of the Rw performance of the glass unless the glazier can provide a specific (non generic) NATA Test report proving the proposed glazing system complies (the test report must be based on the same configuration proposed for the development). Note an estimation or calculated performance will not accepted.</li> <li>If compliance cannot be achieved with the minimum Rw ratings for the glass thickness nominated, then the glazing system shall be upgraded until compliance is achieved.</li> <li>Glazing specified with acoustic seals requires a seal that has been tested with a glazing system or door to achieve an Rw in accordance with AS/NZS ISO 717.1, mohair seals are not acceptable.</li> </ul> <p>The glazier shall provide NATA test reports on request to verify compliance with the minimum Rw ratings. Generic reports are not acceptable.</p> |                                                                      |                          |                                |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Project Scope Change</b>                                          | <input type="checkbox"/> | <b>Project Budget Change</b>   |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                      | <input type="checkbox"/> | <b>Project Schedule Change</b> |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Project Procurement/Contract Change</b>                           | <input type="checkbox"/> | <b>Other (specify)</b>         |
| <b>Detailed Description of Change:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                      |                          |                                |
| Procurement of specific glazing as described above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                      |                          |                                |
| <b>Reason for Change Requested:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                      |                          |                                |
| Recommendation from Acoustic expert as per assessment and needs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                      |                          |                                |
| <b>Effect on Project Cost:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                      |                          |                                |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Projected Cost <i>Overrun</i> of approximately:</b> 2%            |                          |                                |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Estimated Cost <i>Reduction</i> of approximately:</b> %           |                          |                                |
| <b>Effect on Schedule:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                      |                          |                                |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Planned Project Completion Date:</b> remains the same – no change |                          |                                |

|                                                           |                                   |                |
|-----------------------------------------------------------|-----------------------------------|----------------|
| <input type="checkbox"/> New Project Completion Date: N/A |                                   |                |
| Additional Remarks:                                       |                                   |                |
| Approval                                                  | Project Manager: Noreen Abu-Obeid | Date: 9/1/2024 |
| Approval                                                  | (Other): Director                 | Date: 9/1/2024 |

## Lessons Learned Documentation Template

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                          |            |                          |          |                                     |           |                          |             |                          |         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------|--------------------------|----------|-------------------------------------|-----------|--------------------------|-------------|--------------------------|---------|
| <b>Project Name:</b> WYNNUM PROJECT – PRACTICAL TASK 1 – OCCASION 2                                                                                                                                                                                                                                                                                                                                                                                                       |                          |            |                          |          |                                     |           |                          |             |                          |         |
| <b>Prepared by:</b> NOREEN ABU-OBEID                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |            |                          |          |                                     |           |                          |             |                          |         |
| <b>Date:</b> 9/1/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                          |            |                          |          |                                     |           |                          |             |                          |         |
| <b>Lesson Learned Number:</b> 002KNI                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |            |                          |          |                                     |           |                          |             |                          |         |
| <b>Lesson Learned Proposed Name:</b> WYNNUM PROJECT                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |            |                          |          |                                     |           |                          |             |                          |         |
| <b>Project Team Role:</b> PROJECT MANAGER                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |            |                          |          |                                     |           |                          |             |                          |         |
| <b>Process Group:*</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> | Initiating | <input type="checkbox"/> | Planning | <input checked="" type="checkbox"/> | Executing | <input type="checkbox"/> | Controlling | <input type="checkbox"/> | Closing |
| <p><b>Specific Project Management Process Being Used:</b></p> <p>The project utilized a traditional project management approach, including a well-defined Work Breakdown Structure (WBS), Gantt chart for scheduling, and a risk management plan.</p>                                                                                                                                                                                                                     |                          |            |                          |          |                                     |           |                          |             |                          |         |
| <p><b>Specific Practice, Tool or Technique Being Used:</b></p> <p>We employed continuous noise monitoring as a key practice, using advanced sound level meters to track noise levels at various construction stages.</p>                                                                                                                                                                                                                                                  |                          |            |                          |          |                                     |           |                          |             |                          |         |
| <p>What was the action undertaken?</p> <p>Risk Mitigation Actions undertaken were:</p> <ul style="list-style-type: none"> <li>The crucial risk mitigation action was the early engagement of noise experts and acoustic consultants. Their expertise helped us design effective noise mitigation strategies.</li> <li>We established clear communication channels with the local community, conducting regular feedback sessions to address concerns promptly.</li> </ul> |                          |            |                          |          |                                     |           |                          |             |                          |         |
| What was the result? Successful                                                                                                                                                                                                                                                                                                                                                                                                                                           |                          |            |                          |          |                                     |           |                          |             |                          |         |
| <p>What might have been a more preferred result:</p> <ul style="list-style-type: none"> <li>The early engagement of noise experts resulted in tailored noise mitigation measures that ensured we met regulatory noise level requirements.</li> <li>Continuous noise monitoring allowed us to identify potential issues quickly, enabling timely adjustments to construction activities.</li> </ul>                                                                        |                          |            |                          |          |                                     |           |                          |             |                          |         |
| <p>What might have created the more preferred result?</p> <ul style="list-style-type: none"> <li>To enhance success, a dedicated noise control team could be formed to oversee noise mitigation efforts and ensure their continuous implementation.</li> <li>Development of an automated alert system that triggers when noise levels approach or exceed acceptable limits could further streamline monitoring.</li> </ul>                                                |                          |            |                          |          |                                     |           |                          |             |                          |         |
| <b>What is the specific Lesson Learned?</b>                                                                                                                                                                                                                                                                                                                                                                                                                               |                          |            |                          |          |                                     |           |                          |             |                          |         |

The lesson learned is the importance of proactive engagement with noise experts and the community. Their input and feedback were invaluable in maintaining harmonious relations and adhering to noise regulations.

How could one identify a similar situation in the future? Noise regulations

**What behaviour is recommended for the future?**

- Project behavior should emphasize open and transparent communication with stakeholders, including the community and regulatory bodies.
- Regularly review and update the noise mitigation plan based on feedback and monitoring results.

**Where and how can this knowledge be used later in this current project?**

The knowledge gained underscores the necessity of continuous noise monitoring and adaptation. It guides us in making real-time adjustments to construction practices and noise mitigation measures.

**Where and how can this knowledge be used in a future project?**

- In future projects, this knowledge can serve as a foundation for developing proactive noise management plans, including early engagement with noise experts and robust community communication strategies.
- Lessons learned from this project can be shared with project teams and stakeholders to ensure best practices are incorporated into similar residential construction projects near rail lines.

**Who should be informed about this Lesson Learned:** (check one)

|                                     |              |                                     |         |                                     |                 |                          |           |
|-------------------------------------|--------------|-------------------------------------|---------|-------------------------------------|-----------------|--------------------------|-----------|
| <input checked="" type="checkbox"/> | Executive(s) | <input checked="" type="checkbox"/> | Project | <input checked="" type="checkbox"/> | Project Team(s) | <input type="checkbox"/> | All Staff |
| <input type="checkbox"/>            | Other:       |                                     |         |                                     |                 |                          |           |

**How should this Lesson Learned be disseminated?** (check all that apply)

|                                     |        |                          |                   |                          |               |                          |         |
|-------------------------------------|--------|--------------------------|-------------------|--------------------------|---------------|--------------------------|---------|
| <input checked="" type="checkbox"/> | e-mail | <input type="checkbox"/> | Intranet/Web site | <input type="checkbox"/> | Tip Sheet/FAQ | <input type="checkbox"/> | Library |
| <input type="checkbox"/>            | Other: |                          |                   |                          |               |                          |         |

Have you attached reference(s), example(s) and/or additional material(s)? ☒ yes ☐ no

**Name(s) of attachment(s): Refer to the below reading material:**

1. "Construction Noise and Vibration Impact on Sensitive Receivers" (Book)

- Author: Malcolm J. Crocker
- This comprehensive book covers various aspects of construction noise and vibration, including their impact on sensitive areas like residential neighborhoods near rail lines.

2. "Construction Noise and Vibration Mitigation: The State of the Art" (Book)

- Authors: Colin J. English and John M. W. Brown
- This book explores advanced techniques and technologies for mitigating construction-related noise and vibration, offering insights into best practices.

3. "Managing Construction Noise and Vibration: A Best Practices Guide" (Publication)

- Publisher: National Academy of Sciences

- This guide provides practical advice on managing construction noise and vibration and includes case studies and best practice examples.

#### 4. "Construction Noise and its Effects" (Research Paper)

- Authors: Jayada Rajapakse and Anne Mathews
- This research paper discusses the effects of construction noise on residential areas and the importance of noise assessments.

#### 5. "Construction Project Management: A Practical Guide to Field Construction Management" (Book)

- Author: S. Keoki Sears, Glenn A. Sears, and Richard H. Clough
- This book covers project management processes, tools, and techniques applicable to construction projects, including those involving acoustic assessments.

#### 6. "Construction Noise Management" (Guidance Document)

- Publisher: Occupational Safety and Health Administration (OSHA)
- OSHA's guidance document provides an overview of noise management principles for construction sites, including risk assessment and control measures.

#### 7. "Guidelines for Community Noise" (Guidance Document)

- Publisher: World Health Organization (WHO)
- The WHO guidelines offer recommendations for managing environmental noise, including construction noise near residential areas.

#### 8. "Case Studies in Construction Materials" (Journal)

- Publisher: Elsevier
- This journal features case studies related to construction materials and techniques, which may include noise reduction strategies in construction.

#### 9. "Journal of Construction Engineering and Management" (Journal)

- Publisher: American Society of Civil Engineers (ASCE)
- This journal covers various topics related to construction engineering and management, including project management and noise assessment in construction projects.

# Project Change Control System Development Checklist and Worksheet

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Name:</b> WYNNUM PROJECT – PRACTICAL TEST 1 – OCCASION 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Prepared by:</b> NOREEN ABU-OBEID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Date:</b> 9/1/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Determine those responsible for approving or rejecting proposed project changes:</b></p> <p>CHANGES ARE:</p> <p>The minimum glazing treatments are presented in Table 5, with the installed glazing systems to comply with the following:</p> <ul style="list-style-type: none"> <li>• The minimum glass thickness specified shall not be reduced regardless of the Rw performance of the glass unless the glazier can provide a specific (non generic) NATA Test report proving the proposed glazing system complies (the test report must be based on the same configuration proposed for the development). Note an estimation or calculated performance will not accepted.</li> <li>• If compliance cannot be achieved with the minimum Rw ratings for the glass thickness nominated, then the glazing system shall be upgraded until compliance is achieved.</li> <li>• Glazing specified with acoustic seals requires a seal that has been tested with a glazing system or door to achieve an Rw in accordance with AS/NZS ISO 717.1, mohair seals are not acceptable.</li> </ul> <p>The glazier shall provide NATA test reports on request to verify compliance with the minimum Rw ratings. Generic reports are not acceptable.</p> <p>Those responsible for approving or rejecting proposed contract changes are:</p> <ul style="list-style-type: none"> <li>• The responsible parties for approving project changes in this context would typically include the following:             <ul style="list-style-type: none"> <li>○ Project Manager: Oversees the project and ensures compliance with specifications, including glazing treatments and acoustic requirements.</li> <li>○ Architect/Designer: Responsible for specifying the glazing systems and acoustic seals.</li> <li>○ Glazier: Implements the glazing treatments and is responsible for providing NATA test reports.</li> </ul> </li> </ul> |
| <p><b>Define Roles and Responsibilities of approving person or body:</b></p> <ul style="list-style-type: none"> <li>• Project Manager:             <ul style="list-style-type: none"> <li>○ Reviews proposed changes related to glazing treatments and acoustic requirements.</li> <li>○ Ensures changes comply with specified standards and regulations.</li> <li>○ Approves or rejects proposed changes based on compliance and project goals.</li> </ul> </li> <li>• Architect/Designer:             <ul style="list-style-type: none"> <li>○ Specifies the glazing systems, acoustic seals, and other design elements.</li> <li>○ Collaborates with the glazier to ensure compliance with acoustic requirements.</li> </ul> </li> <li>• Glazier:             <ul style="list-style-type: none"> <li>○ Implements the glazing treatments and acoustic seals according to design specifications.</li> <li>○ Provides NATA test reports when requested to verify compliance.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Get key stakeholder agreement on roles and responsibilities (list stakeholders):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

- Stakeholders in this context may include:
  - Project Owner/Client: Provides project goals and requirements.
  - Regulatory Authorities: Ensure that the project complies with building codes and regulations.
  - NATA (National Association of Testing Authorities) or Testing Laboratories: Conduct tests and provide NATA test reports.
  - Community Representatives: May provide input on noise-related concerns.
  - Construction Contractors: Implement construction activities as per project specifications.

**Define any types of changes qualifying for automatic approval without review:**

The report does not explicitly mention changes that qualify for automatic approval. However, routine changes that do not affect glazing treatments or acoustic requirements may not require extensive approval processes.

**Define steps by which contracts may be changed, including:**

Paperwork

- Identify the Need for Change:
  - Project Manager, Architect/Designer, or Glazier identifies the need for changes related to glazing treatments or acoustic seals.
- Document Proposed Changes:
  - Prepare a detailed description of the proposed changes, including specifications, test reports (if applicable), and reasons for the change.

Tracking Systems

- Review and Approval:
  - Project Manager reviews the proposed changes for compliance with project goals and regulations.
  - If the changes are compliant, they may be approved.
- Implementation:
  - The Glazier proceeds with implementing the approved changes as specified.
- Testing and Verification:
  - If NATA test reports are required, the Glazier provides them to verify compliance.
- Documentation:
  - All changes, approvals, and supporting documents are documented for project records.

Dispute Resolution procedures

Approval levels required

The report does not explicitly mention changes that qualify for automatic approval. However, routine changes that do not affect glazing treatments or acoustic requirements may not require extensive approval processes.

Describe how contract changes will be integrated with the project's integrated change control system:

#### Identify the Need for Contract Changes:

- The need for contract changes may arise due to various factors such as scope adjustments, cost variations, or changes in project requirements. Project stakeholders, including the project manager, contract administrator, or legal counsel, should identify and document these needs.

#### Document the Proposed Contract Changes:

- A detailed proposal outlining the contract changes, including scope, cost, schedule, and any other relevant information, should be prepared. This document serves as the basis for evaluating the changes.

#### Submission of Change Request:

- The party proposing the contract changes formally submits a change request through the project's change control system. This request typically includes the proposed changes, rationale, potential impacts, and supporting documentation.

#### Change Control Review and Evaluation:

- The integrated change control system reviews the change request, involving relevant stakeholders such as the project manager, contract administrator, legal team, and subject matter experts.
- The change request is evaluated against predefined criteria, which may include its impact on project scope, schedule, budget, and compliance with contractual terms.

#### Impact Assessment:

- The project team assesses the potential consequences of the contract changes, considering factors like project objectives, risks, and stakeholder interests.
- A thorough analysis is conducted to determine how the changes will affect the project's overall performance, timeline, and budget.

#### Approval Process:

- Depending on the significance and complexity of the contract changes, they may require various levels of approval. This could involve:
  - Project Manager's Approval: For minor changes with minimal impact.
  - Stakeholder Review: For changes with moderate impact.
  - Executive or Steering Committee Approval: For major changes with significant project-wide implications.
- The approval process ensures that all relevant parties are informed and have the opportunity to review and approve or reject the changes.

#### Contract Modification and Documentation:

- Once the contract changes are approved, they are documented as contract modifications or amendments. This documentation includes:
  - Revised contract terms and conditions.
  - Any updates to the project scope, schedule, or budget.
  - Signatures from all parties involved in the contract.
  - A clear record of the change request, approval process, and reasoning.

#### Implementation and Communication:

- The approved contract changes are implemented according to the modified terms.
- All stakeholders are informed of the changes and any associated impacts on the project.

Monitoring and Control:

- The project team continuously monitors the contract changes to ensure they are executed as intended.
- Any unforeseen issues or deviations from the contract modifications are addressed promptly.

Record Keeping: - A comprehensive record of all contract changes, their approvals, and related documentation is maintained throughout the project.

## Project Change Request Tracking Report

| <b>Project Name:</b> Refer to change template |             |                  |                  |          |
|-----------------------------------------------|-------------|------------------|------------------|----------|
| <b>Prepared by:</b>                           |             |                  |                  |          |
| <b>Date:</b>                                  |             |                  |                  |          |
| <b>Project Manager:</b>                       |             |                  |                  |          |
| <b>Project Change Request Administrator:</b>  |             |                  |                  |          |
| Change Number                                 | Change Name | Change Requestor | Status of Change | Comments |
|                                               |             |                  |                  | 1.       |
|                                               |             |                  |                  | 2.       |
|                                               |             |                  |                  | 1.       |
|                                               |             |                  |                  | 2.       |
|                                               |             |                  |                  | 1.       |
|                                               |             |                  |                  | 2.       |
|                                               |             |                  |                  | 1.       |
|                                               |             |                  |                  | 2.       |
|                                               |             |                  |                  | 1.       |
|                                               |             |                  |                  | 2.       |

## Project Status Review Meeting Guideline Sheet

|                                                                                 |                          |              |
|---------------------------------------------------------------------------------|--------------------------|--------------|
| <b>Project Name:</b>                                                            |                          |              |
| <b>Prepared by:</b>                                                             |                          |              |
| <b>Date:</b>                                                                    |                          |              |
| <b>Meeting Participants:</b>                                                    |                          |              |
| <b>Date of Meeting:</b>                                                         |                          |              |
| <b>Status of Project Work to Date, Including Progress Reported This Period:</b> |                          |              |
|                                                                                 |                          |              |
| <b>Special Problems or Issues to be Addressed:</b>                              |                          |              |
| <b>Issue:</b>                                                                   | <b>Who Will Address:</b> |              |
|                                                                                 |                          |              |
|                                                                                 |                          |              |
|                                                                                 |                          |              |
|                                                                                 |                          |              |
| <b>Plans For Next Period:</b>                                                   |                          |              |
|                                                                                 |                          |              |
| <b>Other Notes and Concerns:</b>                                                |                          |              |
|                                                                                 |                          |              |
| <b>Status Report Forwarded to:</b>                                              |                          |              |
| <b>Name:</b>                                                                    | <b>Title:</b>            | <b>Date:</b> |
|                                                                                 |                          |              |
| <b>Name:</b>                                                                    | <b>Title:</b>            | <b>Date:</b> |
|                                                                                 |                          |              |
| <b>Name:</b>                                                                    | <b>Title:</b>            | <b>Date:</b> |
|                                                                                 |                          |              |

## Project Risk Prioritisation Worksheet/Template

|                                                                     |
|---------------------------------------------------------------------|
| <b>Project Name:</b> WYNNUM PROJECT – PRACTICAL TASK 1 – OCCASION 2 |
| <b>Prepared by:</b> NOREEN ABU-OBEID                                |
| <b>Date:</b> 9/1/2024                                               |

By Rank:

| Identified Risk   | Low Risk<br>(Check ✓) | Medium Risk<br>(Check ✓) | High Risk<br>(Check ✓) | Work Breakdown<br>Structure Level                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------|-----------------------|--------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Glazing treatment |                       | x                        |                        | <p>The minimum glazing treatments are presented in Table 5, with the installed glazing systems to comply with the following:</p> <ul style="list-style-type: none"> <li>The minimum glass thickness specified shall not be reduced regardless of the <math>R_w</math> performance of the glass unless the glazier can provide a specific (non generic) NATA Test report proving the proposed glazing system complies (the test report must be based on the same configuration proposed for the development). Note an estimation or calculated performance will not accepted.</li> <li>If compliance cannot be achieved with the minimum <math>R_w</math> ratings for the glass thickness nominated, then the glazing system shall be upgraded until compliance is achieved.</li> <li>Glazing specified with acoustic seals requires a seal that has been tested with a glazing system or door to achieve an <math>R_w</math> in</li> </ul> |

|                   |  |   |   |                                                                                                                                                                                                                                                                                                                           |
|-------------------|--|---|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   |  |   |   | <p>accordance with AS/NZS ISO 717.1, mohair seals are not acceptable.</p> <p>The glazier shall provide NATA test reports on request to verify compliance with the minimum <math>R_w</math> ratings. Generic reports are not acceptable.</p>                                                                               |
| Wall construction |  |   | x | <p>The wall construction recommendations from QDC MP4.4 are included in the table below. Note that these are not the only allowable methods of construction and alternative constructions to achieve the required <math>R_w</math> ratings may also be provided. QDC Noise Categories are nominated in Table 5.</p>       |
| Roof construction |  |   | x | <p>The roof construction recommendations from QDC MP4.4 are included in the table below. Note that these are not the only allowable methods of construction and alternative constructions to achieve the required <math>R_w</math> ratings may also be provided. QDC Noise Categories are nominated in Table 5.</p>       |
| Entry doors       |  | x |   | <p>The entry door construction recommendations from QDC MP4.4 are included in the table below. Note that these are not the only allowable methods of construction and alternative constructions to achieve the required <math>R_w</math> ratings may also be provided. QDC Noise Categories are nominated in Table 5.</p> |

## By Required Response:

| Identified Risk    | Can Be Handled Later<br>(specify planned response)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Requires Immediate Response!<br>(specify planned actions and who is assigned responsibility)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Glazing treatments | <p>(a) A seal to restrict air infiltration must be fitted to each edge of an external door, openable window and other such opening—</p> <p>(i) when serving a conditioned space; or</p> <p>(ii) in climate zones 4, 6, 7 and 8, when serving a habitable room.</p> <p>(b) The following need not comply with (a):—</p> <p>(i) An external louvre door, louvre window or other such opening.</p> <p>(ii) A window complying with the maximum air infiltration rates specified in AS 2047.</p> <p>(c) A seal required by (a) may be a foam or rubber compressible strip, fibrous seal or the like.</p> | <p>Any locations not identified in Table 5 are nominated as QDC Noise Category 0 and shall require standard construction, with minimum 4mm float for windows (minimum Rw 22) and 4mm toughened for sliding doors (minimum Rw 23).</p>                                                                                                                                                                                                                                                                                                                                                                                            |
| Wall construction  | <p>(a) Roofs, external walls, external floors and any opening such as a window, door or the like must be constructed to minimise air leakage in accordance with (b) when forming part of the external fabric of—</p> <p>(i) a conditioned space; or</p> <p>(ii) a habitable room in climate zones 4, 6, 7 and 8.</p> <p>(b) Construction required by (a) must be—</p> <p>(i) enclosed by internal lining systems that are close fitting at ceiling, wall and floor junctions; or</p> <p>(ii) sealed by caulking, skirting, architraves, cornices or the like.</p>                                    | <p>For QDC noise category 1 and wall Rw 35:</p> <p>Single leaf of clay brick masonry at least 110mm thick with:</p> <p>(i) a row of at least 70mm x 35mm timber studs or 64mm steel studs at 600mm centres, spaced at least 20mm from the masonry wall; and</p> <p>(ii) One layer of plasterboard at least 10mm thick fixed to outside face of studs</p> <p>OR</p> <p>Minimum 6mm thick fibre cement sheeting or weatherboards or plank cladding externally, minimum 90mm deep timber stud or 92mm metal stud, standard plasterboard at least 13mm thick internally.</p> <p>For QDC noise category 0 – standard construction</p> |
| Roof construction  | <p>a) Roofs, external walls, external floors and any opening such as a window, door or the like must be constructed to minimise air leakage in accordance with (b) when forming part of the external fabric of—</p> <p>(i) a conditioned space; or</p> <p>(ii) a habitable room in climate zones 4, 6, 7 and 8.</p> <p>(b) Construction required by (a) must be—</p> <p>(i) enclosed by internal lining systems that are close fitting at ceiling, wall and floor junctions; or</p>                                                                                                                  | <p>For QDC noise category 1 and roof Rw 35:</p> <p>Concrete or terracotta tile or metal sheet roof with sarking, plasterboard ceiling at least 10mm thick fixed to ceiling cavity.</p> <p>For QDC noise category 0 – standard construction</p>                                                                                                                                                                                                                                                                                                                                                                                   |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | (ii) sealed by caulking, skirting, architraves, cornices or the like.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Entry doors | <p>a) A seal to restrict air infiltration must be fitted to each edge of an external door, openable window and other such opening—</p> <p>(i) when serving a conditioned space; or</p> <p>(ii) in climate zones 4, 6, 7 and 8, when serving a habitable room.</p> <p>(b) The following need not comply with (a):—</p> <p>(i) An external louvre door, louvre window or other such opening.</p> <p>(ii) A window complying with the maximum air infiltration rates specified in AS 2047.</p> <p>(c) A seal required by (a) may be a foam or rubber compressible strip, fibrous seal or the like.</p> | <p>For QDC noise category 1 and entry door Rw 28:</p> <p>Fixed so as to overlap the frame or rebate of the frame, constructed of -</p> <p>(i) Wood, particleboard or blockboard not less than 33mm thick; or</p> <p>(ii) Compressed fibre reinforced sheeting not less than 9mm thick; or</p> <p>(iii) Other suitable material with a mass per unit area not less than 24.4kg/m<sup>2</sup>; or</p> <p>(iv) Solid core timber door not less than 35mm thick fitted with full perimeter acoustically rated seals.</p> <p>For QDC noise category 0 – standard construction</p> |

## By Area of Expected Impact:

| Area of Impact | Identified Risks affecting this area | Level of Risk:<br><i>High, Medium, Low</i> | Basis for High-Risk Assessments     |
|----------------|--------------------------------------|--------------------------------------------|-------------------------------------|
| Cost           | Glazing                              | medium                                     | Windows glazing                     |
| Schedule       |                                      |                                            |                                     |
| Functionality  | Glazing, wall, roof, doors           | medium                                     | Wall and roof: refer to notes above |
| Quality        |                                      |                                            |                                     |

# Project Risk Categorisation Worksheet

**Project Name:** WYNNUM PROJECT – PRACTICAL TASK 1 – OCCASION 2

**Prepared by:** NOREEN ABU-OBEID

**Date:** 9/1/2024

*NOTE: List all identified project risks within each category. Retain this information for reference throughout the risk management process:*

Technical, quality, or performance risks—such as reliance on unproven or complex technology, unrealistic performance goals, changes to the technology used or to industry standards during the project.

**Technical Risk:**

- Technical risk is associated with the complexity and performance of construction elements. In this context:
  - The selection and installation of glazing treatments, wall construction, and roof construction materials that do not meet the specified acoustic performance requirements may pose technical risks.
  - Improper installation of entry doors or the use of materials that do not achieve the required Rw ratings can also be a technical risk.

**Quality Risk:**

- Quality risk relates to the standard of workmanship and materials used in construction. In this case:
  - Using substandard or non-compliant materials for glazing, walls, roof, or entry doors can lead to quality issues.
  - Poor workmanship during installation can also result in quality risks.

**Performance Risk:**

- Performance risk pertains to whether the constructed elements meet the desired performance standards. In this example:
  - If the specified Rw ratings for glazing, walls, roof, or entry doors are not achieved, it represents a performance risk.
  - The failure to provide adequate acoustic insulation may result in performance-related issues.

**Project-management risks**—such as poor allocation of time and resources, inadequate quality of the project plan, poor use of project management disciplines.

**Project Management Risk:**

- Project management risk encompasses factors related to planning, scheduling, and coordination. In this scenario:
  - Delays in the procurement or delivery of specialized acoustic materials for glazing or construction components may pose project management risks.
  - Inadequate coordination among subcontractors responsible for different construction elements can also lead to project management challenges.

**Organisational risks**—such as cost, time, and scope objectives that are internally inconsistent, lack of prioritisation of projects, inadequacy or interruption of funding, and resource conflicts with other projects in the organisation.

Organizational risk relates to the capacity and capabilities of the construction organization or team. In this example:

- An organization lacking experience or expertise in acoustic construction may face organizational risks.

- Insufficient resources or personnel training to handle acoustic requirements can contribute to organizational risks.

**External risks**—such as *shifting legal or regulatory environment, labour issues, changing owner priorities, country risk, and weather. Force majeure risks such as earthquakes, floods, and civil unrest generally require disaster recovery actions rather than risk management.*

External Risk:

- External risks are factors beyond the direct control of the project team. In this context:
  - External factors such as unfavorable weather conditions during construction or delays in the delivery of specialized materials can be external risks.
  - Changes in regulatory requirements or compliance standards can also introduce external risks.

## Project Risk Review Matrix

| <b>Project Name:</b> Refer to above template            |                                                     |                                |                                                     |                                       |
|---------------------------------------------------------|-----------------------------------------------------|--------------------------------|-----------------------------------------------------|---------------------------------------|
| <b>Prepared by:</b>                                     |                                                     |                                |                                                     |                                       |
| <b>Date:</b>                                            |                                                     |                                |                                                     |                                       |
| <b>Meeting Date:</b>                                    |                                                     |                                |                                                     |                                       |
| <b>Purpose of Meeting:</b>                              |                                                     |                                |                                                     |                                       |
| <b>CHANGES IN RISK FACTORS: Notes</b>                   |                                                     |                                |                                                     |                                       |
| Identified Risk                                         | <i>Changes in<br/>Probability Of<br/>Occurrence</i> | <i>Changes in<br/>Priority</i> | <i>Changes in<br/>Ownership/<br/>Responsibility</i> | <i>Changes in Needed<br/>Response</i> |
|                                                         |                                                     |                                |                                                     |                                       |
|                                                         |                                                     |                                |                                                     |                                       |
|                                                         |                                                     |                                |                                                     |                                       |
|                                                         |                                                     |                                |                                                     |                                       |
|                                                         |                                                     |                                |                                                     |                                       |
|                                                         |                                                     |                                |                                                     |                                       |
|                                                         |                                                     |                                |                                                     |                                       |
| <b>Additional Notes/Comments/Agreements/Next Steps:</b> |                                                     |                                |                                                     |                                       |

# Project Change Request Template

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                   |                                     |                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------|-----------------------------------|
| <b>Project Name:</b> WYNNUM PROJECT – PRACTICAL TASK 1 – OCCASION 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                   |                                     |                                   |
| <b>Prepared by:</b> NOREEN ABU-OBEID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                   |                                     |                                   |
| <b>Date:</b> 9/1/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                   |                                     |                                   |
| <b>Changes are being made to the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                   |                                     |                                   |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Project Charter                   | <input type="checkbox"/>            | Project Management Approach       |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Scope Statement                   | <input type="checkbox"/>            | Work Breakdown Structure          |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Performance Measurement Baselines | <input type="checkbox"/>            | Major Milestones and Target Dates |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Key Staff                         | <input checked="" type="checkbox"/> | Risk Management Plan              |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Scope Management Plan             | <input type="checkbox"/>            | Schedule Management Plan          |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Cost Management Plan              | <input type="checkbox"/>            | Quality Management Plan           |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Staffing Management Plan          | <input type="checkbox"/>            | Communications Management Plan    |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Risk Response Plan                | <input type="checkbox"/>            | Procurement Management Plan       |
| <b>Changes to Supporting Detail? (explain):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                   |                                     |                                   |
| <p>Description of Changes being made:</p> <p>1. Risk Issues Prompting Changes:</p> <p>Façade treatments including glazing treatments</p> <p>Corrective Action:</p> <ul style="list-style-type: none"> <li>• The minimum glass thickness specified shall not be reduced regardless of the Rw performance of the glass unless the glazier can provide a specific (non generic) NATA Test report proving the proposed glazing system complies (the test report must be based on the same configuration proposed for the development). Note an estimation or calculated performance will not accepted.</li> <li>• If compliance cannot be achieved with the minimum Rw ratings for the glass thickness nominated, then the glazing system shall be upgraded until compliance is achieved.</li> <li>• Glazing specified with acoustic seals requires a seal that has been tested with a glazing system or door to achieve an Rw in accordance with AS/NZS ISO 717.1, mohair seals are not acceptable.</li> </ul> <p>(a) A seal to restrict air infiltration must be fitted to each edge of an external door, openable window and other such opening—</p> <p>(i) when serving a conditioned space; or</p> <p>(ii) in climate zones 4, 6, 7 and 8, when serving a habitable room.</p> <p>(b) The following need not comply with (a):—</p> <p>(i) An external louvre door, louvre window or other such opening.</p> <p>(ii) A window complying with the maximum air infiltration rates specified in AS 2047.</p> <p>(c) A seal required by (a) may be a foam or rubber compressible strip, fibrous seal or the like</p> |                                   |                                     |                                   |

**2.Risk Issues Prompting Changes:**

Wall construction

**Corrective Action:**

Recommended

Single leaf of clay brick masonry at least 110mm thick with:

- (i) a row of at least 70mm x 35mm timber studs or 64mm steel studs at 600mm centres, spaced at least 20mm from the masonry wall; and
- (ii) One layer of plasterboard at least 10mm thick fixed to outside face of studs

OR

Minimum 6mm thick fibre cement sheeting or weatherboards or plank cladding externally, minimum 90mm deep timber stud or 92mm metal stud, standard plasterboard at least 13mm thick internally.

a) Roofs, external walls, external floors and any opening such as a window, door or the like must be constructed to minimise air

leakage in accordance with (b) when forming part of the external fabric of—

- (i) a conditioned space; or
- (ii) a habitable room in climate zones 4, 6, 7 and 8.

(b) Construction required by (a) must be—

- (i) enclosed by internal lining systems that are close fitting at ceiling, wall and floor junctions; or
- (ii) sealed by caulking, skirting, architraves, cornices or the like.

**3.Risk Issues Prompting Changes:**

Roof construction

**Corrective Action:**

Recommended Concrete or terracotta tile or metal sheet roof with sarking, plasterboard ceiling at least 10mm thick fixed to ceiling cavity.

a) Roofs, external walls, external floors and any opening such as a window, door or the like must be constructed to minimise air

leakage in accordance with (b) when forming part of the external fabric of—

- (i) a conditioned space; or
- (ii) a habitable room in climate zones 4, 6, 7 and 8.

(b) Construction required by (a) must be—

- (i) enclosed by internal lining systems that are close fitting at ceiling, wall and floor junctions; or
- (ii) sealed by caulking, skirting, architraves, cornices or the like.

**Stakeholders being notified:**

|                                     |                                  |                       |
|-------------------------------------|----------------------------------|-----------------------|
| <b>Name/Title:</b> MR CEODIR        | <b>Signature:</b> <i>CEODIR</i>  | <b>Date:</b> 9/1/2024 |
| <b>Name/Title:</b> NOREEN ABU-OBEID | <b>Signature:</b> <i>PROJMGR</i> | <b>Date:</b> 9/1/2024 |

## Rating Impacts for a Risk

| <b>Project Name:</b> as above                                                                                   |                                       |                                               |                                            |                                              |                                          |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------|--------------------------------------------|----------------------------------------------|------------------------------------------|
| <b>Prepared by:</b>                                                                                             |                                       |                                               |                                            |                                              |                                          |
| <b>Date:</b>                                                                                                    |                                       |                                               |                                            |                                              |                                          |
| <b>Evaluating Impact of a Risk on Major Project Objectives</b><br>(ordinal scale or cardinal, non-linear scale) |                                       |                                               |                                            |                                              |                                          |
| <b>Project Objective</b>                                                                                        | <b>Very Low<br/>.05</b>               | <b>Low<br/>.1</b>                             | <b>Moderate<br/>.2</b>                     | <b>High<br/>.4</b>                           | <b>Very High<br/>.8</b>                  |
| Cost                                                                                                            | Insignificant Cost Increase           | <5% Cost Increase                             | 5–10% Cost Increase                        | 10–20% Cost Increase                         | >20% Cost Increase                       |
| Schedule                                                                                                        | Insignificant Schedule Slippage       | Schedule Slippage <5%                         | Overall Project Slippage 5–10%             | Overall Project Slippage 10–20%              | Overall Project Schedule Slips >20%      |
| Scope                                                                                                           | Scope Decrease Barely Noticeable      | Minor Areas of Scope Are Affected             | Major Areas of Scope Are Affected          | Scope Reduction Unacceptable to the Client   | Project End Item Is Effectively Useless  |
| Quality                                                                                                         | Quality Degradation Barely Noticeable | Only Very Demanding Applications Are Affected | Quality Reduction Requires Client Approval | Quality Reduction Unacceptable to the Client | Project End Item Is Effectively Unusable |

The impacts on project objectives can be assessed on a scale from Very Low to Very High or on a numerical scale. The numerical (cardinal) scale shown here is non-linear, indicating that the organization wishes specifically to avoid risks with high and very-high impact.

## Risk Brainstorming Session Worksheet

| <b>Project Name:</b> refer to above |                           |                  |                  |                     |
|-------------------------------------|---------------------------|------------------|------------------|---------------------|
| <b>Prepared by:</b>                 |                           |                  |                  |                     |
| <b>Date:</b>                        |                           |                  |                  |                     |
| <b>Session Facilitator:</b>         |                           |                  |                  |                     |
| <b>Title/Position:</b>              |                           |                  |                  |                     |
| <b>Participating Group:</b>         |                           |                  |                  |                     |
| <b>Location:</b>                    |                           |                  |                  |                     |
| Identified Risk                     | Probability of Occurrence | Potential Impact | Proposed Actions | Identified by Whom? |
|                                     |                           |                  |                  |                     |
|                                     |                           |                  |                  |                     |
|                                     |                           |                  |                  |                     |
|                                     |                           |                  |                  |                     |
|                                     |                           |                  |                  |                     |
|                                     |                           |                  |                  |                     |
|                                     |                           |                  |                  |                     |
|                                     |                           |                  |                  |                     |

## Risk Identification – SWOT Analysis

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Name:</b> WYNNUM PROJECT – PRACTICAL TASK 1 – OCCASION 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Prepared by:</b> NOREEN ABU-OBEID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Date:</b> 9/1/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Project Manager:</b> NOREEN ABU-OBEID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>SWOT Analysis Facilitator:</b> NOREEN ABU-OBEID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>SWOT Analysis Participants:</b> NAO, JMK, ABL, CTA, DIR, SUP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>SWOT Analysis Recorder:</b> NOREEN ABU-OBEID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Date of SWOT Analysis:</b> 9/1/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Project Strengths:</b> (What potential strengths exist about the project, the project team, the sponsor, the organisation structure, the client, the project schedule, the project budget, the product of the project, etc.?)</p> <ol style="list-style-type: none"> <li>1. Expertise and Experience: The project team's experience in implementing advanced acoustic solutions, such as double-glazed windows and enhanced wall and roof constructions, strengthens their ability to manage noise mitigation effectively.</li> <li>2. Compliance with Regulations: The commitment to exceeding minimum acoustic performance requirements by using high-quality materials and techniques demonstrates a dedication to meeting stringent noise regulations and exceeding community expectations.</li> <li>3. Access to Resources: Adequate access to specialized acoustic materials, including double-glazed windows and advanced insulation, ensures the project's capability to implement effective noise reduction measures.</li> <li>4. Community Engagement: Active engagement with the local community, including showcasing the use of superior acoustic construction elements, fosters positive relationships and reduces potential concerns related to noise pollution.</li> </ol> |
| <p><b>Project Weaknesses:</b> (What potential weaknesses exist about the project, the project team, the sponsor, the organisation structure, the client, the project schedule, the project budget, the product of the project, etc.?)</p> <ol style="list-style-type: none"> <li>1. Cost Considerations: Implementing advanced acoustic solutions, such as double-glazed windows and multiple layers of insulation, may lead to increased project costs, potentially impacting the project's budget.</li> <li>2. Complexity of Design: Integrating specialized acoustic treatments, like double-glazed windows and advanced wall and roof constructions, adds complexity to the project, necessitating careful planning and coordination.</li> <li>3. Dependency on Suppliers: Reliance on suppliers for specialized acoustic materials and technology may result in delays or supply chain disruptions, affecting construction timelines.</li> </ol>                                                                                                                                                                                                                                                                                                                                            |

4. Skills and Training: The construction team may require additional training to properly install and manage advanced acoustic solutions, potentially leading to skill gaps and quality risks.

**Project Opportunities:** (What potential opportunities exist in regard to achieving the project requirements, the product requirements, the project schedule, the project resources, the project quality, etc.?)

1. **Innovation in Acoustic Technology:** Advances in acoustic materials and technology, such as improved double-glazed windows and highly efficient insulation, can lead to more effective and cost-efficient noise reduction solutions.
2. **Community Support:** Demonstrating a commitment to using advanced acoustic construction methods and showcasing the benefits through community engagement can generate strong community support, enhancing project approval.
3. **Sustainability Initiatives:** Integrating sustainable building practices, including energy-efficient and advanced noise-reducing construction techniques, aligns with environmental and regulatory trends, setting the project apart in terms of quality and sustainability.
4. **Diversification:** The project's expertise in implementing advanced acoustic solutions opens doors to diversifying into related construction markets with a focus on noise control and environmental standards.

**Project Threats:** (What potential threats exist in regard to achieving the project requirements, the product requirements, the project schedule, the project resources, the project quality, etc.?)

1. **Regulatory Changes:** Evolving noise regulations or unforeseen changes in zoning or construction standards may pose compliance challenges if advanced acoustic solutions are not flexible enough to adapt.
2. **Budget Overruns:** The use of specialized acoustic materials and techniques may result in cost overruns, particularly if project budgets are not well-managed.
3. **Weather Conditions:** Weather-related delays can impact construction schedules, potentially extending noise-related disruptions to the community if the project's acoustic measures are not adaptable to such delays.
4. **Competitive Market:** Intense competition in the construction industry may affect profit margins and project viability, especially if the added costs of advanced acoustic solutions are not carefully managed.
5. **Community Opposition:** Despite efforts, there may be community opposition due to concerns about noise, especially if the advanced acoustic solutions do not meet performance expectations.
6. **Supply Chain Disruptions:** Disruptions in the supply chain, such as material shortages or transportation issues for specialized acoustic materials, can affect the availability and timely installation of these materials.

# Risk Management Plan Template

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Name:</b> WYNNUM PROJECT – PRACTICAL TASK 1 – OCCASION 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Prepared by:</b> NOREEN ABU-OBEID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Date:</b> 9/1/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Description of Risk Management Methodology to be Used:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>Approaches</b></p> <p>This report is in response to a request for a rail noise assessment of the proposed residential dwellings located at Wynnum. To facilitate the assessment, attended noise measurements were conducted in the vicinity of the site to determine noise impacts associated with the railway line. Based on the data obtained, an assessment was conducted to determine any requirements for acoustic treatments.</p>                                                                                                                                                                                                                                                                                                    |
| <p><b>Tools</b></p> <p>The following equipment was used to record noise levels:</p> <p>Norsonic NOR140 Sound level meter<br/>Pulsar model 105 Sound Calibrator</p> <p>The Norsonic NOR140 sound level meter holds current NATA Laboratory Certification and was field calibrated before and after the monitoring period, with no significant drift from the reference signal recorded.</p>                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Data Sources</b></p> <p>The site is currently occupied by a two-storey residential building which will be demolished for the proposed residential developments.</p> <p>b) The surrounding area consists of residential land uses.</p> <p>c) The rail line is located approximately 140 meters north of the site.</p> <p>The acoustic environment in the surrounding area is primarily affected by traffic noise from the surrounding local road network and noise from rail lines.</p> <p>Noise measurements were conducted, approximately 14m from the nearest railway line to measure rail noise levels. The measurements were conducted in a free field position with the microphone approximately 1.5m above ground surface level.</p> |
| <p><b>Roles and Responsibilities:</b></p> <p>Rail noise measurements were conducted and train levels were clearly audible above existing ambient levels at the measurement location, refer to Figure 2 for this location. At the site, train noise levels are only slightly audible above existing ambient levels. (see attached documentation)</p>                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Risk Management Action #1: Glazing/Doors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>Team Leader</p> <ul style="list-style-type: none"> <li>Initiates the risk identification process related to glazing treatments.</li> <li>Coordinates with experts to assess risks associated with glazing materials and installation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

- Develops risk mitigation strategies specific to glazing, such as requiring detailed installation plans and material compliance checks.
- Monitors and reviews the acoustic performance of installed glazing systems.
- Initiates risk evaluations related to entry doors, specifically focusing on acoustic insulation.
- Develops risk mitigation strategies for entry doors, which may include specifying door materials and seal requirements.
- Monitors the installation of entry doors and the effectiveness of acoustic seals.

**Team Members**

- Actively participates in identifying glazing-related risks based on their expertise.
- Ensures that glazing materials and installation practices meet the specified acoustic requirements.
- Reports any deviations from planned risk mitigation measures during glazing installation.
- Actively participates in identifying risks associated with entry doors and acoustic sealing.
- Ensures that entry doors are constructed and installed to meet the specified Rw rating and acoustic seal requirements.
- Reports any deviations or issues with acoustic performance during door installation.

**Support**

- Acoustic experts and consultants provide specialized support.
- Conduct on-site inspections and acoustic testing to verify compliance with acoustic requirements for glazing systems.
- Offer recommendations and guidance to improve glazing performance if needed.
- Acoustic experts and consultants provide specialized support.
- Verify the acoustic performance of installed entry doors and seals through testing.
- Offer guidance on selecting appropriate door materials and seals to achieve desired acoustic results.

**Risk Management Action #2: Walls/Roof****Team Leader**

- Initiates risk assessments for wall construction, focusing on acoustic performance.
- Develops risk mitigation strategies specific to wall construction, such as quality control checks for timber studs and plasterboard installation.
- Ensures that the wall construction complies with specified acoustic standards through continuous monitoring.
- Leads the risk assessment process for roof construction, with a focus on acoustic aspects.
- Develops risk mitigation plans for roof construction, including specifying acoustic materials and installation methods.
- Monitors the effectiveness of acoustic materials and techniques used in the roof structure.

**Team Member**

- Actively participates in identifying risks related to wall construction based on their expertise.
- Oversees the installation of timber studs, plasterboard, and other wall components, ensuring compliance with acoustic requirements.
- Reports any issues or deviations from planned risk mitigation measures during wall construction.
- Identifies roof-related risks based on their expertise.
- Ensures that the specified acoustic roofing materials and insulation are installed correctly.
- Reports any deviations or issues related to acoustic performance during roof construction.

**Support**

- Acoustic experts and consultants provide specialized support.
- Conduct acoustic tests on completed walls to verify sound insulation performance.
- Offer guidance on optimizing wall construction techniques for enhanced acoustic results.
- Acoustic experts and consultants provide specialized support.
- Perform acoustic assessments to validate the acoustic performance of the roof structure.
- Offer recommendations for optimizing roof design and materials for better noise reduction.

**Budget:**

As discussed – not revealed for confidentiality purposes please – 2% budget increase due to glazing, time on track and no change to practical completion date

Timing: (Describe how risk management will relate to the project life cycle, and at what points it will be reviewed during the execution of the project)

**1. Project Initiation Phase:**

- Risk Identification and Initial Assessment:
  - During project initiation, the team leader and relevant stakeholders initiate the risk identification process.
  - Potential risks related to acoustic requirements for glazing, wall, roof, and doors are identified based on initial project plans and scope.

## 2. Planning Phase:

- Detailed Risk Assessment and Mitigation Planning:
  - In the planning phase, the team conducts a more detailed assessment of identified risks, including their potential impact and likelihood.
  - Risk mitigation plans are developed, specifying actions to reduce or eliminate risks.
  - Risk-related budget allocations and resource requirements are determined.

## 3. Execution Phase:

- Implementation of Risk Mitigation Measures:
  - Throughout the execution phase, team members and specialists actively implement risk mitigation measures related to glazing, wall, roof, and doors.
  - This phase includes the actual construction activities, where the quality of materials and installation practices is closely monitored.
- Regular Risk Review Meetings:
  - Regular risk review meetings are conducted to assess the effectiveness of risk mitigation strategies.
  - Any new risks that emerge during construction are identified and assessed promptly.
  - Deviations from planned risk mitigation measures are reported and addressed in a timely manner.

## 4. Monitoring and Controlling Phase:

- Continuous Risk Monitoring:
  - Continuous monitoring of acoustic performance and compliance with acoustic standards is carried out throughout the project.
  - Acoustic experts and consultants may conduct on-site assessments and tests to ensure that performance requirements are met.
- Periodic Risk Reviews:
  - Periodic reviews of the project's risk status are conducted to evaluate the overall effectiveness of risk management efforts.
  - Adjustments to risk mitigation plans are made as needed based on real-time project data and feedback.

## 5. Closure Phase:

- Final Risk Assessment:
  - As the project nears completion, a final risk assessment is conducted to ensure that all risks have been adequately addressed.
  - Lessons learned from risk management are documented and can be used for future projects.

## 6. Post-Project Evaluation and Review:

- After-Action Review:
  - Following project closure, an after-action review is conducted to assess the overall effectiveness of risk management throughout the project life cycle.
  - This review identifies areas for improvement in future projects.

# Risk Response Plan Template

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Name:</b> WYNNUM PROJECT – PRACTICAL TASK 1 – OCCASION 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Prepared by:</b> NOREEN ABU-OBEID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Date:</b> 9/1/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Description of Risk Identified:</b><br>Refer to above templates for details on risk on glazing, walls, roof and doors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Person(s) Responsible:</b> Project Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Results from Risk Analysis:</b><br>As above template                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Agreed Responses (avoidance, transference, mitigation, acceptance):</b> acceptance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Response #1</b><br>Glazing: <ul style="list-style-type: none"> <li>The minimum glass thickness specified shall not be reduced regardless of the Rw performance of the glass unless the glazier can provide a specific (non generic) NATA Test report proving the proposed glazing system complies (the test report must be based on the same configuration proposed for the development). Note an estimation or calculated performance will not be accepted.</li> <li>If compliance cannot be achieved with the minimum Rw ratings for the glass thickness nominated, then the glazing system shall be upgraded until compliance is achieved.</li> <li>Glazing specified with acoustic seals requires a seal that has been tested with a glazing system or door to achieve an Rw in accordance with AS/NZS ISO 717.1, mohair seals are not acceptable.</li> </ul> Doors - Fixed so as to overlap the frame or rebate of the frame, constructed of - <ul style="list-style-type: none"> <li>(i) Wood, particleboard or blockboard not less than 33mm thick; or</li> <li>(ii) Compressed fibre reinforced sheeting not less than 9mm thick; or</li> <li>(iii) Other suitable material with a mass per unit area not less than 24.4kg/m<sup>2</sup>; or</li> <li>(iv) Solid core timber door not less than 35mm thick fitted with full perimeter acoustically rated seals.</li> </ul> (a) A seal to restrict air infiltration must be fitted to each edge of an external door, openable window and other such opening— <ul style="list-style-type: none"> <li>(i) when serving a conditioned space; or</li> <li>(ii) in climate zones 4, 6, 7 and 8, when serving a habitable room.</li> </ul> (b) The following need not comply with (a):— <ul style="list-style-type: none"> <li>(i) An external louvre door, louvre window or other such opening.</li> <li>(ii) A window complying with the maximum air infiltration rates specified in AS 2047.</li> </ul> (c) A seal required by (a) may be a foam or rubber compressible strip, fibrous seal or the like |
| <b>Response #2</b><br>Single leaf of clay brick masonry at least 110mm thick with: <ul style="list-style-type: none"> <li>(i) a row of at least 70mm x 35mm timber studs or 64mm steel studs at 600mm centres, spaced at least 20mm from the masonry wall; and</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

(ii) One layer of plasterboard at least 10mm thick fixed to outside face of studs  
OR

Minimum 6mm thick fibre cement sheeting or weatherboards or plank cladding externally, minimum 90mm deep timber stud or 92mm metal stud, standard plasterboard at least 13mm thick internally.

(a) Roofs, external walls, external floors and any opening such as a window, door or the like must be constructed to minimise air

leakage in accordance with (b) when forming part of the external fabric of—

(i) a conditioned space; or

(ii) a habitable room in climate zones 4, 6, 7 and 8.

(b) Construction required by (a) must be—

(i) enclosed by internal lining systems that are close fitting at ceiling, wall and floor junctions; or

(ii) sealed by caulking, skirting, architraves, cornices or the like.

### Response #3

Concrete or terracotta tile or metal sheet roof with sarking, plasterboard ceiling at least 10mm thick fixed to ceiling cavity.

(a) Roofs, external walls, external floors and any opening such as a window, door or the like must be constructed to minimise air

leakage in accordance with (b) when forming part of the external fabric of—

(i) a conditioned space; or

(ii) a habitable room in climate zones 4, 6, 7 and 8.

(b) Construction required by (a) must be—

(i) enclosed by internal lining systems that are close fitting at ceiling, wall and floor junctions; or

(ii) sealed by caulking, skirting, architraves, cornices or the like.

### Residual Risk Level:

Medium

### Action Steps:

Perform as indicated in the above responses

**Budget & Time for Response:** 2% increase in budget due to glazing and within time (not revealed details due to confidentiality reasons)

### Contingency/Fallback Plans:

Contingency Plan: Weather-Related Delays

Objective: To minimize project delays and maintain construction progress in the event of adverse weather conditions that could impact construction activities, particularly those related to acoustic elements like glazing, wall, roof, and doors.

### Contingency Measures:

#### Weather Monitoring:

- Implement a weather monitoring system to track incoming weather patterns and forecasts.

#### Preventive Actions:

- Develop a list of preventive measures to be taken when adverse weather conditions are anticipated. These measures may include:

- Securing construction materials and equipment to prevent damage.
- Waterproofing sensitive construction areas.
- Adjusting construction schedules to prioritize indoor work during inclement weather.

#### Resource and Equipment Preparedness:

- Ensure that the project has access to additional resources, equipment, and manpower to accelerate construction activities during clear weather periods.
- Maintain a stockpile of essential materials to mitigate supply chain disruptions caused by weather-related delays.

#### Alternate Work Locations:

- Identify indoor or sheltered work areas where construction activities can continue during adverse weather conditions.
- Ensure that these areas are equipped with the necessary tools and materials for acoustic construction elements.

#### Flexible Construction Schedule:

- Develop a flexible construction schedule that allows for adjustments to accommodate weather-related delays.
- Plan for additional work shifts or extended working hours during favorable weather conditions to make up for lost time.

#### Communication Plan:

- Establish a communication plan to keep all project stakeholders, including the project team, contractors, and suppliers, informed about weather-related developments and contingency measures.
- Ensure that contact information for key personnel is readily accessible in case of emergency.

#### Activation of the Contingency Plan:

The contingency plan will be activated when adverse weather conditions are predicted or encountered, which may impede construction progress and impact the acoustic elements of the project. The decision to activate the plan will be made by the project manager in consultation with the construction team and weather monitoring experts.

#### Monitoring and Evaluation:

Throughout the contingency plan's activation, the project manager will continuously monitor weather conditions and assess the effectiveness of contingency measures. Adjustments to the plan may be made as needed to ensure that the project remains on track and that the acoustic requirements are met within the defined project timeline.

## Schedule Change Control System Development Checklist and Worksheet

|                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Name:</b> refer to above template, details already entered                                                                                     |
| <b>Prepared by:</b>                                                                                                                                       |
| <b>Date:</b>                                                                                                                                              |
| <b>Determine those responsible for approving or rejecting proposed schedule changes:</b> <i>Be sure to provide for appropriate review of all changes.</i> |
| <b>Define categories of schedule changes qualifying for automatic approval without review:</b>                                                            |
| <b>Describe how schedule change control will be integrated with the integrated change control system:</b>                                                 |
| <b>Define steps by which schedule documents may be changed, including:</b>                                                                                |
| Paperwork                                                                                                                                                 |
| Tracking Systems                                                                                                                                          |
| Dispute Resolution Procedures                                                                                                                             |
| Approval Levels Required                                                                                                                                  |

# Schedule Change Request Template – TO PROJECT MANAGER

|                                                                                                                                                                                                         |                                          |                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------|
| <b>Project Name:</b> WYNNUM PROJECT – PRACTICAL TASK 1 – OCCASION 2                                                                                                                                     |                                          |                       |
| <b>Prepared by:</b> NOREEN ABU-OBEID                                                                                                                                                                    |                                          |                       |
| <b>Date:</b> 9/1/2024                                                                                                                                                                                   |                                          |                       |
| <b>Person(s) Requesting Change:</b> Acoustic expert                                                                                                                                                     |                                          |                       |
| <b>Change Number:</b> 0002KNI                                                                                                                                                                           |                                          |                       |
| <b>Detailed Description of Schedule Change:</b><br>Refer to changes as per above templates under glazing, wall, roof and doors<br>Nil schedule change, procurement of glazing only – still within time. |                                          |                       |
| <b>Reason for Schedule Change Requested:</b><br>Due to Acoustic assessment report findings                                                                                                              |                                          |                       |
| <b>Effect on Project Cost:</b>                                                                                                                                                                          |                                          |                       |
| <input checked="" type="checkbox"/> <b>Projected Cost <i>Overrun</i> of approximately:</b> 2 %                                                                                                          |                                          |                       |
| <input type="checkbox"/> <b>Estimated Cost <i>Reduction</i> of approximately:</b> %                                                                                                                     |                                          |                       |
| <b>Overall Effect on Schedule:</b>                                                                                                                                                                      |                                          |                       |
| <input checked="" type="checkbox"/> <b>Planned Project Completion Date:</b> still met within planned project completion date                                                                            |                                          |                       |
| <input type="checkbox"/> <b>New Project Completion Date:</b>                                                                                                                                            |                                          |                       |
| <b>Additional Remarks:</b>                                                                                                                                                                              |                                          |                       |
| <b>Approval</b>                                                                                                                                                                                         | <b>Project Manager:</b> Noreen Abu-Obeid | <b>Date:</b> 9/1/2024 |
| <b>Approval</b>                                                                                                                                                                                         | <b>(Other):</b> Director                 | <b>Date:</b> 9/1/2024 |

## Workaround Planning Worksheet

|                                                                                          |
|------------------------------------------------------------------------------------------|
| <b>Project Name:</b> refer to above templates, details already entered above.            |
| <b>Prepared by:</b>                                                                      |
| <b>Date:</b>                                                                             |
| <b>Description of Emerging Risk Identified:</b>                                          |
| <b>Person(s) Responsible:</b>                                                            |
| <b>Results from Risk Analysis (if applicable):</b>                                       |
| <b>Description of Plan to Respond (avoidance, transference, mitigation, acceptance):</b> |
| <b>Description of Residual Risk Level:</b>                                               |
| <b>Action Steps:</b>                                                                     |
| <b>Budget &amp; Time for Response:</b>                                                   |
| <b>Contingency/Fallback Plans:</b>                                                       |
| <b>Additional Notes:</b>                                                                 |