Lecture 12

PROJECT DOCUMENTATION

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Outline

- Review Lecture 11
- What is a project document?
- Why and When is a project document required? Is necessary?
- Steps in developing a project document
- Documentation of Construction Progress
- Documentation of Safety Hazards & Violations
- Minutes of Meetings
- Construction Photographs

What is a Project document?

There are two key words:

- **Project**
- **Document**

A *project* refers to a specific undertaking or venture that is to be carried out within an identified *time frame*.

A *document* is a record of information relating to a particular subject or matter.

A *project document* is a record of information about a venture or undertaking. This type of document:

- **Is descriptive(background, and type of project)**
- **Outlines the process of implementation**
- **Is analytical (context and conditions influencing the project and tracking mechanisms)**
- **Identifies risks, challenges and benefits)**
- **Identifies cost and possible sources of funding.**

Why A Project Document Is Required

- As proof of understanding about what is to be done
- Evidence of commitment to undertake the venture in view of risks and challenges.
- Appreciation of the cost dimensions and acceptance to work within the agreed costs
- Measuring tool

When is a project document required?

- When a project is conceived/create
- As an attachment to support proposal for financial assistance
- As evidence that a project is feasible

Is Document necessary?

- Yes!
- As a reference point regarding the project
- Provides information about the project
- Serves as reference for preparing other project documents

Steps in preparing a project document

A project document must include the following headings:

1. Project Objective

- ✓ Project development objective (*what the project seeks to do);*
- ✓ Key performance indicators(*sets out the indicators to be used to measure and monitor the project outputs and long term outcomes)*

2. Project description

- ✓ project components and sub-components
- ✓ Key policy and institutional reforms supported by the project
- ✓ Financial management arrangements

3. Project rationale

- ✓ Significance of the project
- ✓ Relate the significance to other projects that have been conducted
- ✓ Lessons learn and how these are reflected in the project design

4. Cost

The funds required .

5. Sustainability and risks

- ✓ Sustainability: indicate the long term sustainability of the project.
- ✓ Risk: identify the critical risks (i.e. these reflect the failures of the critical assumptions related to the project)

6. Monitoring, reviewing and Reporting

7. Annexes: any document that is relevant to the project to which reference is made in the document.

Documentation of Construction Progress

- Daily Report
- Weekly Report
- Monthly Report
- Variation Order

Documentation of Safety Hazards & Violations

SITE SAFETY PLAN JOB HAZARD ANALYSIS - EXAMPLE

JHA Rev.# 0	**Job or Operation Title:** Example	
Location Sikorsky Aircraft Corporation	**Job Address** 6900 Main Street, Stratford, CT	**Employees /Subs** Example
Date JHA Performed Example	**Team Performing JHA** Example	**Verified By** Example
Special or Primary Hazards	Confined space, electrical shock, dust generation, power tools	
Scope of Work Install a flow	monitoring device in manhole by Col. K20.	
Personal Protective Equipment	Retrieval equipment and 4-gas meter, steel-toed boots, safety glasses, nitrile gloves, work gloves, Hard Hat, Tyvek Suit.	

Basic Job Steps	Existing and/or Potential Hazards	Corrective Measures/Controls
Loading & unloading equipment	Slip, trip, and fall, injury during lifting	Use appropriate lifting technique Wear steel-toed boots
Traffic control (vehicular & pedestrian)	- Collisions with equipment, fall/trips into trenches & manholes, close equipment-human working area	- Set up cones and caution tape around manhole area prior to opening manhole; - Be aware of equipment operating range within indoor (confined) work spaces.
Mobilize materials & equipment / Rigging Treatment System Equipment	- Material handling & equipment movement	- Rig with positive connections & provide spotter - Stay clear of lifted loads
Enter Confined Space	- Asphyxiant and combustible gases - Slips, Trips, Falls	- Use of confined space entry permit. - Use tether for confined space entrants - Monitor air quality with 4-gas meter - Always have a supervisor and attendant present and attentive during confined spaces.
Electrical Equipment and Tools	- Serious injury from drill - Electrical shock	- Wear work gloves and steel toed boots when operating drill. - Keep all body parts away from drill during operation. - Use ground fault circuit interrupter on electrical cords including extension cords.
Dust Generation	- Dust in breathing zone during drilling	- Use a vacuum equipped with a HEPA filter during drilling to prevent airborne particulates.

‘First Day’ Health, Safety and Security Induction Form

(This is not an exhaustive document. Inductions must address issues which are specific to each department and each position.)

Inductee’s Name:	**Position:**
Department:	**Manager’s Name:**
Site:	**Date:**

The BBC is committed to providing a healthy, safe and secure environment in which to create and broadcast great programmes and content. This document outlines key points to ensure that new employees can keep themselves and others healthy, safe and secure while working for the BBC.

Please complete the following checklist making sure you have understood all information and taken action where necessary. Your Line Manager will be able to give you advice, particularly regarding the provisions and procedures in your work environment.

Furthermore, the Health & Safety Essentials section on myRisks Information should also be read.

Key:

i Important information

m Manager is required to provide advice regarding local arrangements

a Action is required by the inductee (e.g. mandatory training)

Responsibilities for Managing Occupational Risk	**Understood / Actioned?** Yes	No
i **Employer’s Responsibilities:**	▼	▼
The Director General is ultimately accountable for all aspects of safety at the BBC. Responsibility for safety is then cascaded down the management structure. All managers are responsible for ensuring that safe systems of work are established, maintained and implemented by all staff in their area.	☐	☐
i **BBC Safety**	▼	▼
BBC Safety provide specialist advice and support across the BBC and monitors compliance with Health, Safety, Fire, Security and standards. Further information can be found on myRisks. **(NB: links need to be double-clicked and require macros to be enabled.)**	☐	☐
i **Safety Advice Line**	▼	▼
Should you need advice on any aspect of managing health, safety, security or fire related risks in your work for the BBC, contact the Safety Advice Line: **Tel: 08704110464 (extension 0464)** **Email:** ask.al@bbc.co.uk	☐	☐
i **Occupational Health**	▼	▼
Occupational Health offers advice to all staff regarding work-related health issues and travel: Occupational Health Information	☐	☐
The BBC has a confidential counselling service to support individuals and managers: Information about confidential counselling for individuals and managers **Tel: 0800 269616**	☐	☐
If work is causing or affecting ill-health, you need to inform your manager and seek advice from or be referred to Occupational Health. Managers can refer staff to Occupational Health by calling: **Tel: 0800 082 8080**	☐	☐
m **Health & Safety Co-ordinators**	▼	▼
Some areas of the BBC have Health & Safety Co-ordinators who are responsible for co-ordinating and monitoring Health & Safety arrangements within their team. ***You need to be made aware who the Health & Safety Co-ordinator is in your area.***	☐	☐

Number:		Activity/ task name:		Location:	
Developed by:				Date:	
Approved by:				Date:	
Consulted with:				r review:	

Description of Activity/ Work Task	Statutory & Non St	ice, standards and guidance notes
Describe what this JSEA covers, the purpose of the task etc:	*List all rel* *the*	

Who is at risk? [Tick relevant answers]			
☐ Staff	☐		☐ Other

Potential Environmental Ha				
☐ Air pollution (dust & fumes)		fumes	☐ Work at heights	☐ Manual Handling
☐ Noise Pollution		☐ Confined Space	☐ Light/ dark	☐ Hot/ Cold
☐ Spills to water	fau	sbestos ☐ Ignition sources	☐ Chemical	☐ Pressure/ Stored Energy
☐ Other:		☐ Other	☐ Other	

Hazardous Chemicals [List any hazardous chemicals to be used - Attach MSDS/SDS]		Fire/ Emergency Equipment Requirements [e.g. fire extinguisher, rescue gear etc]
1.	2.	1.
3.	4.	2.

MoM

Nestlé TeamworX

MINUTES OF MEETING		
	MoM No.	: QR-CM-1931-P-004-MOM-001
	Date	: 29 July 2009
	Project No.	: 1931

Project Title	:	Fresh Milk Project - Nestle Kejayan Factory
Place	:	Engineering Meeting Room - Nestle Kejayan Factory
Time	:	11.00 – 13.00
Subject	:	Kick Off Meeting

Attendances :	Nestle Kejayan Factory (Owner)	1. Arjo H.T 2. Anto Basuki 3. Andita K.D 4. Sonni P
	TeamworX (CM Consultant)	1. Ferdinand F 2. Erwin P.S
	First Choice International (Contractor)	1. Teguh S 2. Candra Gunawan 3. Askur 4. Djumaryono 5. Sunhaji

Rev.	Date	Description	Prepared	Checked
0	29/07/2009	For Information	FF	AAB

Construction Photographs

Nestlé

TeamworX

Construction Management Services

1931-Nestle Kejayan Factory-Fresh Milk Unloading Station Project

 Morning safety talk	 Base course material
 Compacted gravel	 Compacted gravel
 CBR test	 CBR test

Construction Photographs

Nestlé

TeamworX

Construction Management Services

1931-Nestle Kejayan Factory-Fresh Milk Unloading Station Project

Drainage work

Pouring concrete for pipe rack column

Unloading steel material

Column erection C1

Column erection P2 C1

Column erection P1 & P2

Thank You for your attention