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	Project Implementation Process (PIP) Stage	PIP Reference	Funder (Lead Agency)	Erid user Purchaser (the Department)	Provider (design/construction team)	Project Director	Project Manager	Cost Manager Lead PSC	disciplines	Health Planner Construction Manager	Project Director (Lead Agency Representative)	The Department Project Risk Manager (Infrastructure Agency Representative)	Project Manager	Cost Manager	Lead Professional Service Contractor (Architecture or Engineering) or Coordinating Architect/Engineer	Discipline PSC or Lead PSC Subcontractor	Health Planner	Building Consultant/Construction Manager	Indicative consultancy complete at end of this phase (not Construction Manager)
											the Department = Department R = Responsibility, I = Input	for Infrastructure and Transpo	rt, SC = Steering Committee, F	PCG = Project Control Group	_	-	-		
											CAD = Computer Aided Drafti	ng							
	IMENT STRATEGIES AND KEY		R	+	Ħ				Ħ										
DIRECTION	ONS																		
	O MEET NEEDS		R						Ш										
CORPOR	RATE PLANNING PHASE Determine broad Lead Agency		R R		Н	R	+		Н	+	Manage that there is approval	Assist the Lead Agency to							
	parameters for project program, budget and quality										by the Lead Agency delegate of the initial scope and associated budget, program and quality standards	determine initial parameters by							
CONCEPT		5.1	R								D. A								
	Appoint Project Steering Committee to develop and manage the concept phase		K								Determine who will play the role of project sponsor and will represent Lead Agency interests on the Steering Committee								
	Establish project control group and other organisation structures			I R							Determine who will represent Lead Agency interests on the Project Control Group	Assist the Lead Agency to establish the project organisation structure by providing organisation models. Establish Project Control Group							
	Appoint project team to develop the concept		ı	R		I F	3				Propose required resources and whether internal or private sector	Reach agreement on required resources and whether internal or private sector	Where relevant assist in identifying required resources and whether internal or private sector						
BLISHMENT	Prepare professional service contractor tenders		ı	I R		I F					Provide detailed project and services brief to facilitate the establishment of an appropriate project team from internal and external resources	tender fields, using the Department Prequalification register and initial risk analysis.	tender documents. Where	accordance with the professional service contractor tender documents. Where		Submit services and fees adequate and appropriate for the full consultancy services in accordance with the professional service contractor tender documents.			
PROJECT ESTA	Tender assessment		1	I R		I F	₹				Input into the selection of required professional service contractors	PRM manages the assessment of tenders and prepares recommendations to the Lead Agency and the Department delegates for expenditure and contract approval.							
	Appoint the Design Team											On approval from the Lead Agency and the Department delegates, PRM manages that Contracts Management administers tender acceptance of Lead PSC and discipline contracts. PSC'c join established project team.							
	Project Team management and coordination			ı	R	ı	R	1 1		I		Manage that the there is implementation of effective team coordination	Implement effective team briefings and coordination	Implement agreements on design team coordination	Implement agreements on design team coordination	Implement agreements on design team coordination	Implement agreements on design team coordination		
	Establish team briefing, communication and reporting			R		I	R	1 1		1	Provide detailed Department and professional service contractor briefings	Manage that there is implementation of briefing, and communication and reporting systems in accordance with the Department policies	Implement effective briefing, communication and reporting systems in accordance with the Department policies	Attend design team briefings and implement agreements on team communication and reporting	Attend design team briefings and implement agreements on team communication and reporting	Attend design team briefings and implement agreements on team communication and reporting	Attend design team briefings and implement agreements on team communication and reporting		
	Steering Committee		R	I I		R	I	1 1		I	Chair regular Steering Committee meetings		Attend and report to regular Steering Committee meetings			Report to regular Steering Committee meetings as required	Report to regular Steering Committee meetings as required		
	Project Control Group		I	I R	1	I F	₹ 1	1 1		I	Attend regular Project Control Group meetings	Chair and report to regular Project Control Group meetings	Attend and report to regular Project Control Group meetings	Attend and report to regular Project Control Group meetings	Attend and report to regular Project Control Group meetings	Attend and report to regular Project Control Group meetings	Attend and report to regular Project Control Group meetings		
	Design Team		I	II	R	I	I	I R	I	I	Attend design team meetings as relevant.	Attend design team meetings as relevant.	Attend regular design team meetings.	Attend regular design team meetings.	Chair and minute regular design team meetings.	Attend regular design team meetings.	Attend regular design team meetings.		

	Project Implementation Process (PIP) Stage	PIP Reference	-under (Lead Agency)	End user Purchaser (the Department)	Provider (design/construction team)	roject Director the Department Project Risk Manager	Project Manager	Sost Manager	Jean Foo disciplines	Health Planner	Project Dire (Lead Agency Repo		The Department Project Risk Manager (Infrastructure Agency Representative)	Project Manager	Cost Manager	Lead Professional Service Contractor (Architecture or Engineering) or Coordinating Architect/Engineer	Discipline PSC or Lead PSC Subcontractor	Health Planner	Building Consultant/Construction Manager	ndicative consultancy complete at end of this phase (not Construction Manager)
COMMUNICATIONS	Monthly Reporting Regime			R		I R	R	O R I	R	1	Prepare and submit	nominating es of	Prepare and submit a monthly report on the project nominating all issues of risk and concern and the management being applied to them. Manage that the monthly reports from professional service contractors are submitted, reviewed and tested by the Steering Committee /PCG.	of month recording work status and nominating all issues of concern and the management being applied to them. Report as a minimum on scope, project program, budget, communication and risk issues. Provide compliance statement	monthly basis a report providing status of budget, commitment and analysis of trends in contingency expenditure nominating all issues of concern and the management being applied to them. Consult with the Department Budget Auditor.	incorporating comments from disciplines providing status of all work and nominating all issues of concern and the management being applied to them. Consult with the Department Project Risk Manager and Design Risk Adviser. Provide compliance	and nominating all issues of concern and the management	Prepare and submit on a monthly basis a report providing status of health planning issues.		- 1

Project Implementation Process (PIP) Stage	PIP Reference	Funder (Lead Agency)	End user	Provider (design/construction team)	Project Director	the Department Project Risk Manager	Cost Manager	Lead PSC	disciplines Health Planner	Construction Manager	Project Director (Lead Agency Representative)	The Department Project Risk Manager (Infrastructure Agency Representative)	Project Manager	Cost Manager	Lead Professional Service Contractor (Architecture or Engineering) or Coordinating Architect/Engineer	Discipline PSC or Lead PSC Subcontractor	Health Planner	Building Consultant/Construction Manager	ndicative consultancy complete at end of
Develop project concept to meet service delivery needs		1		R	-	1		R			Overview concept preparation	PRM overviews briefing of and concept development by the design team to ensure input of relevant Department standards, guide notes and lessons learned.	Facilitate concept options preparation	Cost concept options	Design concept options	Design concept options liaising with Lead PSC and other disciplines	Design concept options liaising with Lead PSC and other disciplines		
Confirm service directions		R	I		R			I	1	1	Manage that the service directions are resolved through the SC and other appropriate bodies to clearly define the service needs and objectives.				Challenge service directions to clarify briefed requirements		Challenge service directions to clarify briefed requirements		
Prepare site master plan			1 1	R	ı	1	I	R	1 1	1	Coordinate the input of Lead Agency and End User representatives into the master plan process. Define the whole site system strategies that are to apply to the Master Plan. Achieve the endorsement of the PCG and SC to the master plan.	Facilitate the master planning process by ensuring input of the Department relevant standards, guide notes, lessons learned and clarifying any project management issues.	professional service contractor	Work with the Lead PSC and other disciplines to prepare and document cost estimates of the site master plan and staging for inclusion with the Contract Material. Advise the PCG as required in regard to the master plan development process.	concept option to form the basis of costing of the master plan and formulation of project staging recommendations. Liaise with the Project Manager and the PCG in achieving	Work with the Lead PSC and End Users to develop the full master plan statement inclusive of project staging, site service strategies, earthquake strategies etc. Liaise with the disciplines, Project Manager and the PCG in achieving endorsement of the master plan	Work with the Lead PSC in preparing preliminary schedules of accommodation, assessments of optimal functional relationships to manage that the master plan provides for facility generation consistent with effective, modern best-practice operation.		
Analyse needs and market research in detail		R	1 1	1	R			ı	1	i	in the definition of service needs are identified and endorsed by	Contribute to the definition of service needs in regard to building asset data base information, costing models, cash flow and program solutions.							
Clarify the functional objectives of the project.		R	1 1	1	R	I	I	-	1 1		Manage that the project objectives are sufficiently clear and properly endorsed by the SC to form the basis of the design team's work.	Manage that the project objectives are clearly stated in the project and professional service contractors briefs.	Coordinate that the project objectives are understood and implemented by the design team.	Incorporate into the cost plan any costs arising out of project functional objectives.	Incorporate into the concept options the project functional objectives.	Incorporate into the concept options the project functional objectives.	Incorporate into the concept options the project functional objectives.		
Identify statutory, planning and environmental issues				R	I	I	1	R	1		Input as relevant into the achievement of statutory, planning and environmental approvals	Input as relevant into the achievement of statutory, planning and environmental approvals	Facilitate the achievement of statutory, planning and environmental approvals	Incorporate into the cost plan any cost issues arising out of statutory, planning or environmental approvals	Provide advice from all relevant parties, agree timing and scope of approvals with the Department and achieve statutory, planning and environmental approvals.	Provide advice and assist in the achievement of approvals.	Provide advice and assist in the achievement of approvals.		
Identify cultural and heritage issues		R	1 1	I	R	I	I	R	I		Ensure that the brief of requirements identifies any known cultural or heritage issues.	Contribute to the definition of heritage issues through the use of the Department historic buildings asset information.	Facilitate the achievement of any cultural or heritage approvals.	Incorporate into the cost plan any costs arising out of cultural or heritage issues.	Provide advice from all relevant parties, agree timing and scope of any approvals with the Department and achieve relevant heritage or cultural approvals.	Provide advice and assist in the achievement of approvals.			
Define key operational parameters and functional relationships		R	1 1	I	R	I		ı	1 1	:	Manage that the key operational and functional relationships are sufficiently clear and properly endorsed by the End Users, PCG and the SC to form the basis of the design team's work.	Manage that parameters and relationships are formally defined by the Lead Agency and responded to by the Lead PSC and disciplines.	Coordinate the work of the design team to meet the defined project parameters.	Prepare a cost plan to the defined parameters. Advise of any outstanding information immediately it is evident.	Design to the defined parameters and functional relationships and manage that they are the basis for the disciplines' work. Advise of any outstanding information immediately it is evident.	Design to the defined parameters and functional relationships. Advise of any outstanding information immediately it is evident.	Design to the defined parameters and functional relationships. Advise of any outstanding information immediately it is evident.		
Define project parameters, quality standards, and budget estimate		R	1 1		R	I	I	-	1 1	 	After consultation within the Lead Agency and the End Users, provide a brief of the required project scope, quality standards, project program and budget.	Manage that there is a brief from the Lead Agency and the End Users of the required project scope, quality standards, project program and budget.	design team to meet the brief.	Prepare indicative benchmark costings and order of cost estimates based upon the brief and the design prepared by the Lead PSC.	Assist in the preparation of the brief and respond with a design to meet draft schedule of areas.	Input into draft brief and draft schedule of areas.	Assist the Project Manager with information supporting the draft brief and schedule of areas.		
Prepare order of cost estimate		1	1 1	R	I		R	1	1 1		Make available detailed brief and any background information to inform on project cost	Manage that the Department information on existing buildings and on rates/market etc is researched and reviewed and is incorporated into the order of cost estimate prepared.	estimate.	Prepare order of cost estimate to complete project based on brief and historical data	Assist in the preparation of the order of cost estimate by providing design detail sufficient to prepare an order of cost estimate.	Input into the order of cost estimate.	Input into the order of cost estimate.		

	Project Implementation Process (PIP) Stage	PIP Reference	Funder (Lead Agency)	End user Purchaser (the Department)	Provider (design/construction team)	Project Director	the Department Project Risk Manager	Cost Manager	Lead PSC	Health Planner	Project Director (Lead Agency Representative	The Department Project Risk Manager) (Infrastructure Agency Representative)	Project Manager	Cost Manager	Lead Professional Service Contractor (Architecture or Engineering) or Coordinating Architect/Engineer	Discipline PSC or Lead PSC Subcontractor	Health Planner	Building Consultant/Construction Manager	Indicative consultancy complete at end of this phase (not Construction Manager)
	Identify Government, the Department and Lead Agency policies and codes relevant to the project. Refer to the Project Implementation Process and the Government Buildings Energy Strategy		R	F	?	R	RI	_	1 1	-	Make available all relevant policies and codes to the projecteam.	Manage that information on policies and codes is available to the project team for review.	Manage that information on policies and codes is incorporated into project team proposals.	and codes to understand and	and codes to manage that the requirements are understood, incorporated into the design	Review requirements of policies and codes to manage that the requirements are understood, incorporated into the design proposals and documented.	Review requirements of policies and codes to manage that the requirements are understood, incorporated into the design proposals and documented.		
	Undertake Risk Analysis		-	I F	RI	-	R I	-	1 1	-	Manage that the PCG reviews the professional service contractors/the Department ris analysis and advises the SC.	Management system report on	Work with the Department to provide a comprehensive appraisal of project risks	Work with the Department to provide a comprehensive appraisal of project risks	-	Work with the Department to provide a comprehensive appraisal of project risks	Work with the Department to provide a comprehensive appraisal of project risks		
CONCEPT	Contingencies		ı	I F	RI	I	R I	I	1 1	I		Manage that there is assessment and determination on appropriate design and construction contingency allowances on the basis of risk analysis.	Contribute to assessment of required design and construction contingency allowances.	Contribute to assessment of required design and construction contingency allowances.	Contribute to assessment of required design and construction contingency allowances.	Contribute to assessment of required design and construction contingency allowances.			
	Identify existing building issues		1	1	R	ı	1	_	R	-	Make available all appropriate information and assist in site survey processes. Organise End User staff input as appropriate to facilitate clear understanding by the professional service contractor	is researched, reviewed and forms part of design team proposals.	Coordinate that existing information is incorporated into design proposals.		physical condition and status of code compliance is understood,	Review existing audit reports and surveys of site buildings and environs to manage that the physical condition and status of code compliance is understood, documented and taken into consideration in proposals.			
	Prepare indicative program		1	I	R	I	I F	2 1	1		Input into indicative program by identifying critical milestones or required staging		Prepare indicative program including milestones, staging and time contingency allowances.	Contribute to preparation of indicative program.	Contribute to preparation of indicative program.	Contribute to preparation of indicative program.			
	Identify all reasonable service delivery options (including a "no-build" option)		R	1 1	I	R	1 1	I	1 1	I	Manage the assessment of options so that all appropriate options to meet agreed service needs are considered. Manage that the report is endorsed by a key stakeholders and the SC	options. Manage that the report	of a Concept that identifies service delivery options	Prepare the Concept Report cost plan and estimates to reflect service delivery options	input from the discipline psc's,	Input to the Concept Report as required providing all necessary engineering advice and Contract Material.	Input to the Concept Report as required providing all necessary health planning advice and Contract Material.		
	Identify air-conditioning options and life cycle cost models as required by the Government Buildings Energy Strategy		-	1 1	R			I	I F	1		Manage that the requirements o ESD policy are implemented	f Coordinate that the Government Buildings Energy Strategy requirements are met by the design team.	of the Government Buildings	Meet the detailed requirements of the Government Buildings Energy Strategy	Meet the detailed requirements of the Government Buildings Energy Strategy			
	Consider ESD issues in the brief and design		R	1 1	R	R	1 1	1	R I		Determine the response to Government ESD policy that w apply to the project	Manage that the requirements of the Government Buildings Energy Strategy are implemented	f Coordinate that the ESD policy and brief requirements are met by the design team.		Meet the detailed requirements of the briefed ESD initiatives	Meet the detailed requirements of the briefed ESD initiatives			
	Identify procurement options																		
	Finance delivery options	a	R	1 1	ı	R	1 1	1	1 1		Give direction on Lead Agency budget policy and on agreements with Treasury on financing options.	Provide input into the consideration of finance procurement options	Provide input into the consideration of finance procurement options	Provide input into the consideration of finance procurement options	Provide input into the consideration of finance procurement options	Provide input into the consideration of finance procurement options	Provide input into the consideration of finance procurement options		
	Contract method options	b	1	F	R 1	-	RI	I	1 1		Provide input into the consideration of contract procurement options	Give direction on standard Department procurement conditions of tendering and contract and administrative processes.	Provide input into the consideration of contract procurement options	Provide input into the consideration of contract procurement options	Provide input into the consideration of contract procurement options	Provide input into the consideration of contract procurement options			
	Agree on scope of the conept brief		R	I F	RI	-	R	-	ı	-	Identify key service delivery issues which should be reviewed in the Concept phase.	Identify key service delivery issues which should be reviewed in the Concept phase.		Evaluate the Concept options against key issues.	Evaluate the Concept options against key issues.	Evaluate the Concept options against key issues.	Evaluate the Concept options against key issues.		

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	Project Implementation Process (PIP) Stage	PIP Reference	under (Lead Agency)	End user	Provider (design/construction team)	Project Director	he Department Project Risk Manager	Project Manager Cost Manager	ead PSC	lisciplines	Construction Manager	Project Director (Lead Agency Representative)	The Department Project Risk Manager (Infrastructure Agency Representative)	Project Manager	Cost Manager	Lead Professional Service Contractor (Architecture or Engineering) or Coordinating Architect/Engineer	Discipline PSC or Lead PSC Subcontractor	Health Planner	Building Consultant/Construction Manager	ndicative consultancy complete at end of his phase (not Construction Manager)
	Prepare Concept estimate		<u> </u>		1 1		₽		,	9 1	. 0		Manage that there is the Department input into the	Coordinate the work of the design team to prepare the	Prepare concept cost estimate	Assist in the preparation of the concept cost estimate by	Input into the concept cost estimate	Input into the concept cost estimate		= =
													estimate through budget risk advice.	estimate.		providing sufficient design detail.				
	Evaluate concept options (value management)		I	I	RI	1	R	II	I	I		Provide input into strategic value management process	Implement a strategic value management exercise with facilitator if required.	Provide input into strategic value management process	Provide input into strategic value management process	Provide input into strategic value management process	Provide input into strategic value management process	Provide input into strategic value management process		
	Analyse short-listed options		1		IF	RII	I	RI	_	1			Contribute as required to the analysis of the short-listed options and in resolving the preferred concept option	Manage the process of consultation with the Lead Agency, End Users, PCG and SC and the identification of the preferred concept option.	Contribute as required to the analysis of the short-listed options and in resolving the preferred concept option	Contribute as required to the analysis of the short-listed options and in resolving the preferred concept option	Contribute as required to the analysis of the short-listed options and in resolving the preferred concept option	Contribute as required to the analysis of the short-listed options and in resolving the preferred concept option		
	Select the preferred Concept option		R	1	1 1	R	1	1 1	Ι	I		Manage that the option selection process and preferred option is endorsed by the SC.	Manage that there is endorsement of the preferred concept option by the PCG and a written confirmation from the Lead Agency.	Manage the process of consultation with the Lead Agency, End Users, PCG and SC to achieve written confirmation of the preferred concept option.	Contribute as required to the selection of the preferred concept option	Contribute as required to the selection of the preferred concept option	Contribute as required to the selection of the preferred concept option	Contribute as required to the selection of the preferred concept option		
	Design Review		1	I	R I	I	R	1 1	-			completion of Concept	Manage and implement the Department design review at 90% completion of Concept with Lead Agency, End Users and design team.	Participate in the Department design review at 90% completion of Concept	Participate in the design review at 90% completion of Concept and manage that any issues identified are resolved in the concept proposals.	Participate in the design review at 90% completion of Concept and manage that any issues identified are resolved in the concept proposals.	Participate in the design review at 90% completion of Concept and manage that any issues identified are resolved in the concept proposals.	Participate in the design review at 90% completion of Concept and manage that any issues identified are resolved in the concept proposals.		
	Describe the preferred option in a final concept plan and report.		I	ı	I R	RI	1	1 1	R	1		Submit final concept brief and design solution report to the SC	Manage that there is preparation by the design team of the final concept brief and report.	Coordinate the preparation by the design team of the final concept brief and design solution Contract Material.	Contribute to the preparation of the final concept brief and design solution report	Prepare the final concept brief and design solution report	Contribute to the preparation of the final concept brief and design solution report	Contribute to the preparation of the final concept brief and design solution report		
APPROVAL	Lead Agency Approval to meet Gateway 5	G5	R		I	R	1					Prepare submission to Lead Agency delegate.	Assist in the preparation of the submission to the Lead Agency delegate.	Assist in the preparation of the submission to the Lead Agency delegate if required.		Assist in the preparation of the submission to the Lead Agency delegate if required.				
	Achieve Crown Solicitor's Acquittal		R		1 1	R	-	1 1	_			in collaboration with the Department and achieve	Assist Project Director with the preparation of the submission and input global information on program, procurement, cost and risk.	Input into submission information on program, procurement, cost and risk.	Input into submission information on cost.	Input into submissions information on design.	Input into submissions information on design.	Input into submissions information on design.		
PWC	Achieve Treasury and Finance Acquittal		R		1 1	R	ı	1				Prepare the acquittal submission and achieve the acquittal	Input into submission information on cost and cash		Input into submission information on cost.					
	(costing comment) Referral to the Parliamentary Public Works Committee if >\$4M through Cabinet		R	1	1 1	R	1	1 1	1	1		Manage the preparation of PWC evidence, attend Committee hearings and give evidence as required	Assist in the preparation of PWC evidence, attend Committee hearings and give evidence as required	Input into the preparation of PWC evidence and attend Committee hearings and give evidence as required	Input into the preparation of PWC evidence and attend Committee hearings and give evidence as required	Input into the preparation of PWC evidence and attend Committee hearings and give evidence as required	Input into the preparation of PWC evidence and attend Committee hearings and give evidence as required	Input into the preparation of PWC evidence and attend Committee hearings and give evidence as required		
	DELIVERABLES	5.1						RR	R	RF	R			Three copies of Contract Material and supporting information	Three copies of Contract Material and supporting information		Three copies of Contract Material and supporting information	Three copies of Contract Material and supporting information		15%
	Compliance							RR	R	F	R			Submit CCL1 & 2 reporting on the compliance of the concept development with the Lead	Report on the compliance of the concept development with the Lead Agency functional requirements, budget and project program. Submit CCL1 & 2.	Report on the compliance of the concept development with the Lead Agency functional requirements, budget and project program. Submit CCL1 & 2.		Report on the compliance of the concept development with the Lead Agency functional requirements, budget and project program. Submit CCL1 & 2.		
DESIGN PI	10SE	E 2																		
DESIGN P	Steering Committee	5.2	R	I	1 1	R	1	1 1	I	I		Attend and chair regular Steering Committee meetings	Attend and report to regular Steering Committee meetings	Attend and report to regular Steering Committee meetings	Report to regular Steering Committee meetings as required	Report to regular Steering Committee meetings as required	Report to regular Steering Committee meetings as required	Report to regular Steering Committee meetings as required		
	Project Control Group		1	I	RI	I	1	R I	I	I		Attend regular Project Control Group meetings	Attend, report to and chair regular Project Control Group meetings	Attend and report to regular Project Control Group meetings	Attend and report to regular Project Control Group meetings	Attend and report to regular Project Control Group meetings	Attend and report to regular Project Control Group meetings	Attend and report to regular Project Control Group meetings		
	Design Team		ı	I	I R	₹ 1	I	1 1	R	1	I	Attend design team meetings as relevant.	Attend design team meetings as relevant.	Attend regular design team meetings.	Attend regular design team meetings.	Chair and minute regular design team meetings.	Attend regular design team meetings.	Attend regular design team meetings.		

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Project Implementation Process (PIP) Stage	PIP Reference	under (Lead Agency)	outchaser (the Department)	Provider (design/construction team)	Project Director	ne Department Project Risk Manager Project Manager	Sost Manager	ead PSC	lisciplines Iealth Planner	Project Director (Lead Agency Representative)	The Department Project Risk Manager (Infrastructure Agency Representative)	Project Manager	Cost Manager	Lead Professional Service Contractor (Architecture or Engineering) or Coordinating Architect/Engineer	Discipline PSC or Lead PSC Subcontractor	Health Planner	Building Consultant/Construction Manager	ndicative consultancy complete at end or
Monthly Reporting Regime	L.		R	<u> </u>	1	R R)R	1R		R Prepare and submit a monthly report on the project nominating all Lead Agency issues of scope, approvals, timeframes, site use etc.	Prepare and submit a monthly report on the project nominating all issues of risk and concern and the management being applied to them. Manage that the monthly reports from professional service contractors are submitted, reviewed and tested by the Steering Committee /PCG.	Provide compliance statement	status of budget, commitment and analysis of trends in contingency expenditure	incorporating comments from disciplines providing status of all work and nominating all issues of concern and the management being applied to them. Consult with the Department Project Risk Manager and Design Risk Adviser. Provide compliance	concern and the management	Prepare and submit on a monthly basis a report providing status of health planning issues.		
Authorise Design Team to proceed		I	I R		1	R				Manage that there is approval of the funding to support Part 2 of the Project Manager, Lead PSC Cost Manager and other professional service contractor contracts.	contractor briefs and prepare	Submit revised and additional fee proposals as relevant. Coordinate the submission of all professional service contractor progress claims and variations.		Submit revised and additional fee proposals as relevant. Coordinate the submission of progress claims and variations including subcontractor claims in accordance with the Department requirements.	•	Submit revised and additional fee proposals as relevant. Submit progress claims in accordance with the Department requirements.		
Design team coordination and management		\parallel				\dagger					Manage that the there is implementation of effective team coordination	Implement effective team briefings and coordination	Implement agreements on team coordination	Implement agreements on team coordination	Implement agreements on team coordination	Implement agreements on team coordination		
For construction management appoint building professional service contractor/construction manager		1	I R	-		R I	Ι	I		Manage that there is approval of the funding to support Part 2/3 of the professional service contractor services and final project expenditure in support of calling trade contracts.				Submit revised and additional fee proposals as relevant to construction management methodology.	Submit revised and additional fee proposals as relevant to construction management methodology.	Submit revised and additional fee proposals as relevant to construction management methodology.	Submit fee proposal in accordance with the Department tender documents.	
Team undertakes risk analysis		1	I R	I	I	R I	I	1	1 1	Manage that the PCG reviews the professional service contractors/the Department risk analysis and advises the SC.	Prepare update of the Department Risk Management system report on risk profile.	Work with the Department to provide a comprehensive appraisal of project risks.	Work with the Department to provide a comprehensive appraisal of project risks.	Work with the Department to provide a comprehensive appraisal of project risks.	Work with the Department to provide a comprehensive appraisal of project risks.	Work with the Department to provide a comprehensive appraisal of project risks.	Work with the Department to provide a comprehensive appraisal of project risks.	
Team reviews quality assurance processes		1	I R	. 1	I	I R	I	1	1 1	Establish with the Department the appropriate quality assurance process required.	Manage that agreed quality assurance processes are implemented.	Manage that the defined quality assurance process is established and operating effectively.	Input into the defined quality assurance process.	Input into the defined quality assurance process.	Input into the defined quality assurance process.	Input into the defined quality assurance process.	Input into the defined quality assurance process.	
Detailed definition brief confirmed			I R	I	I	R				Review and update concept development and evaluation brief and provide to the Department.	Incorporate approved concept brief and plan into brief to design team for Design, Documentation and Tender services.	Provide response to adequacy of brief, outlining items which	Provide response to adequacy of brief, outlining items which require further resolution.	Provide response to adequacy of brief, outlining items which require further resolution.	Provide response to adequacy of brief, outlining items which require further resolution.		Provide response to adequacy of brief, outlining items which require further resolution.	
Design				R	ı	1 1	1	R		Coordinate the input of Lead Agency and End User representatives into the design process. Achieve the endorsement of the SC to the design.	Facilitate the design process by ensuring input of the Departmen relevant standards, guide notes, lessons learned and clarifying any project management issues	t coordinating the Lead PSC and disciplines to achieve an endorsed design and report	Work with the Lead PSC and other disciplines to prepare and document cost estimates of the design. Advise as required in regard to the design process and its cost implications.	Develop the design incorporating preferred concept options. Achieve endorsement of the design by the Lead Agency and its End Users.	Contribute to the design incorporating preferred concept options.	Contribute to the design incorporating preferred concept options.	Contribute to the design incorporating preferred concept options.	
Site investigations		1		R	1	1	1	R		I Provide any background information on the site held by the Lead Agency and End Users.	Facilitate the site investigation process by ensuring input of the Department information on site and assets.	Manage that site investigations are undertaken, reported and incorporated into the design.	Consider and incorporate costs relating to site investigations.	Investigate and report on site and ownership details, carry out assessment of impact on any aboriginal land or sacred site, any listed or proposed heritage site or building, any significant trees.	Input into site investigations.		Input into site investigations.	
Materials, Climate, Environmental, Energy Use Issues			1 1	R	I	1 1	I	R	1 1	Advise on any aspects of best practice in operation that will effect materials selection or environmental requirements.	Input into issues.	Input into issues.	Advise on aspects of material selection that have cost advantage/ disadvantage.	materials and identify climatic and environmental issues both	Provide information on proposed materials and identify climatic and environmental issues both immediate and long term.		Advise on any aspects of best practice construction that will effect materials selection or environmental requirements.	

Schedule 5

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	Briefed Areas Check		R	1 1	I	R	1 1	I	I	I	Manage that the design meet the functional brief and notify any discrepancies.		Manage that the design is within the briefed areas.	Review the design relative to briefed areas and notify of discrepancies.	Design within the briefed areas and notify where the design does not meet the brief suggesting options for resolution.	Design within the briefed areas and notify where the design does not meet the brief suggesting options for resolution.	Review the design relative to briefed areas and notify of discrepancies.		-
	Compliance with the Department Policy			F		I	RI	I		I	Assist in checking the design against the Department design policy guidelines.		Manage that the design is in compliance with the Department design policy guidelines.	Prepare cost estimates in compliance with the Department cost management policy guidelines.	Design in compliance with the Department design policy guidelines.	Design in compliance with the Department design policy guidelines.	Assist in checking the design against the Department design policy guidelines.	Assist in checking the design against the Department design policy guidelines.	
	Confirmation of scope of work in addressing existing building issues		R	1 1	1	R	1 1	I		I	Confirm the extent of scope in the project in regard to existin building issues.	_	Manage that the design team addresses all issues of scope in regard to addressing existing building issues.	Manage that cost of any scope addressing existing building issues is identified in the cost plan.	Review from previous surveys and documents building condition, maintenance and serviceability problems which may affect viability of the project. Incorporate agreed scope addressing existing buildings into design development.	Review from previous surveys and documents building condition, maintenance and serviceability problems which may affect viability of the project. Confirm interfaces with existing service systems. Incorporate agreed scope addressing existing buildings into design development.		Assist in the review from previous surveys and documents building condition, maintenance and serviceability problems which may affect viability of the project.	
DESIGN	Engineering Solutions		1	I I	R	I	1 1	I	1	 	Manage that End User Engineering input as appropri is achieved and that there is Lead Agency support for all Engineering solutions propose	Resolve any briefing issues between Lead Agency, End Users and the design team.	Overview and liaise with all design team as required to manage that a complete, integrated and cost-effective Engineering solution is developed.	Liaise with the Lead PSC and disciplines ensuring the design is to the cost plan and that all engineering services costs are included.	effective Engineering solution to	Develop the detailed Engineering solution integrated with the Architectural solution and to the cost plan.	Liaise with the Lead PSC and disciplines as required in regard to best-practice services systems.	Review all construction implications of the Engineering design and advise of modifications required to meet the buildability/cost effective construction requirements of the project.	
	Provide Life Cycle Costing		ı	1 1	R	ı	1 1	R	I	l I	Manage that there is Lead Agency and End User input ir life cycle costing as appropria		Manage that all required life cycle cost analysis is provided by the design team.	Prepare life cycle costing analysis and reports as required		Analyse Engineering systems and selections for implications in life cycle costing and prepare reports as required.	Contribute to the preparation of life cycle reports and costing	Contribute to the preparation of life cycle reports and costing	
	Confirm Brief Compliance		R	1 1	I	ı	1 1	I	R	l I	Assist to review the design development for compliance with the brief.	Manage that the design development is reviewed for compliance with the brief. Resolve any briefing issues between Lead Agency, End Users and the design team.	Implement a review of the design development for compliance with the brief.	Contribute to the review of the design development for compliance with the brief by identifying any over brief provisions.	Contribute to the review of the design development for compliance with the brief by identifying any over brief provisions.	Contribute to the review of the design development for compliance with the brief by identifying any over brief provisions.	Contribute to the review of the design development for compliance with the brief by identifying any over brief provisions.	Contribute to the review of the design development for compliance with the brief by identifying any over brief provisions.	
	Undertake Cost Review and confirm Cost Plan compliance		I	1 1	R	1	1 1	R		I	Assist in the review of the cosplan by identifying any scope adjustments and/or priorities required for compliance with the brief.	reviewed for compliance with	Implement a review of the cost plan for compliance with the agreed cost plan.	Review the cost plan for compliance with the agreed cost plan, test the cost advice received from design team, benchmark costs generally and advise on any areas requiring review.		Contribute to the review of the cost plan.	Contribute to the review of the cost plan.	Contribute to the review of the cost plan.	
	Develop a cost plan for the project				R			R			Input as required in the development of the cost plan. Manage that any Lead Agenc costs and FF&E requirements are incorporated in the cost plan.	cost management policy	Manage the process of coordination of the design team to provide a cost plan. If costs significantly vary from previously agreed budgets manage that the team develops options to meet the budget and seeks direction on option preference and any changes to scope of work.		of concern or alternative proposed by the Cost Manager.	Provide all required documents, advice and input to allow the Cost Manager to prepare the cost plan. Building services engineer to proivide to the Cost Manager the estimate for both the capital cost and life cycle cost of the building services engineering components. Evaluate any issues of concern or alternative proposed by the Cost Manager.	Provide all required documents, advice and input to allow the Cost Manager to prepare the cost plan. Evaluate any issues of concern or alternative proposed by the Cost Manager.	Contribute to the process of developing a cost plan.	
	Value management study			I F	1	I	RI	I	I	I	Provide input into value management process	Implement a value managemen exercise with facilitator if necessary.	Provide input into value management process	Provide input into value management process	Provide input into value management process	Provide input into value management process	Provide input into value management process	Provide input into value management study of project.	

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	Significant deviation from the original plan		R			R	R		1	1	I	If there is a requirement for the agreed plan to deviate significantly from the original brief provide a revised project brief confirmed in writing to the the Department Project Risk Manager.		quality issues affected by brief	on time, cost, performance and	Contribute to analysis of impacts on time, cost, performance and quality issues affected by brief changes.		Contribute to analysis of impacts on time, cost, performance and quality issues affected by brief changes.		
	Undertake Program Review and confirm Program compliance			1 1	R	I	I	I R	1	I	I	Assist in the review of the program.	-	Implement a review of the program for compliance with the agreed program.		Contribute to the review of the program.			Contribute to the review of the program by preparing a detailed tendering and construction program.	
	Develop detailed project program			1 1	R		R	1 1	ı	I	ı	Define any operational time parameters and input into the development of the timeline afte End User input.	program including, if required, or staging and separable parts.	Department master program and utilising input from other team members as appropriate.	program.	development of the project program.	Provide input into the development of the project program.	Provide input into the development of the project program.	Develop the detailed project program for trade contracts based on the Department master program and utilising input from other team members as appropriate.	
	Confirm contract method		I	I R	R 1		R		1	1		Provide input into construction procurement method selection.	Select construction procurement method taking into account project risks.	Provide input into construction procurement method selection.	Provide input into construction procurement method selection.	Provide input into construction procurement method selection.	Provide input into construction procurement method selection.		Provide advice on industry activity and market options as input into trade contract procurement method selection.	
	Design Review		1	I R	2 1	1	R	1 1	-	-	1 1	Participate in the Department design review at completion of Design	Manage and implement the Department design review at completion of Design.	Participate in the Department design review.	Participate in the Department design review.	Participate in the Department design review.	Participate in the Department design review.	Participate in the Department design review.	Participate in the Department design review.	
	Budget Review		1	I R	R 1	1	R	1 1	-	-	1 1		Manage and implement the Department budget review at completion of Design	Participate in the Department budget review.	Participate in the Department budget review.	Participate in the Department budget review.	Participate in the Department budget review.	Participate in the Department budget review.	Participate in the Department budget review.	
	Identify approvals required for the project		R	R	R			R	ı	Ι	I	Identify Government approvals and consult with the Departmen re Development, WH&S and other approvals required.	Identify Government approvals	Assist to identify approvals.	Assist to identify approvals.	Assist to identify approvals.	Assist to identify approvals.	Assist to identify approvals.	Assist to identify approvals.	
	Development approval			R	R			1 1	R	_	ı			Manage that development approval is achieved		Assist in achieving development approval.	Assist in achieving development approval.		Assist in achieving development approval.	
	DELIVERABLES	5.2						R R	R	R	R					There may be a project	Copy of Contract Material to Lead PSC to incorporate in Lead Agency endorsed design.	Copy of Contract Material to Lead PSC to incorporate in Lead Agency endorsed design.	Copy of Design phase Contract Material.	35%
DOCUME	Compliance	5.2						R R	R		RR			Report on the compliance of the project design with the Lead Agency functional requirements, budget and project program. Submit CCL1 & 2.	Report on the compliance of the project design with the Lead Agency functional requirements, budget and project program. Submit CCL1 & 2.	Report on the compliance of the project design with the Lead Agency functional requirements, budget and project program. Submit CCL1 & 2.		Report on the compliance of the project design with the Lead Agency functional requirements, budget and project program. Submit CCL1 & 2.	Report on the compliance of the project design with the Lead Agency functional requirements, budget and project program. Submit CCL1 & 2.	
DOCUME	Prepare contract documentation	5.3			R	-	-		R	1	1 1	Input to the preparation of contract documentation as it is prepared to review that the signed off brief is implemented and that any issues are referred to the Lead Agency and End Users for input/endorsement as appropriate.	relevant Department and Government standards and policies in regard to preparation of contract documentation.	contract documentation meets program milestones, meets the policy and standards	advising of any cost issues that	Manage the preparation of contract documentation that incorporates the work of disciplines and is comprehensive, coordinated, unambiguous and in accordance with the Department and Government policies and standards.	Coordinate with the Lead PSC in the preparation of contract documentation that is comprehensive, coordinated, unambiguous and in accordance with the Department and Government policies and standards.	Coordinate with the Lead PSC in the preparation of contract documentation that is comprehensive, coordinated, unambiguous and in accordance with the Department and Government policies and standards.	Review documents for completeness, clarity and buildability. Manage that the interface between each documentation package is comprehensively coordinated and defined.	
	Define required quality standards for the contractor				R	-	1	1 1	R	I	1 1	Advise of the detailed requirements in regard to quality standards.	requirements for quality	Implement a system to ensure that the briefed quality standards are reflected in the contract documentation.	Incorporate the briefed quality standards into the cost plan.	standards into the contract	Incorporate the briefed quality standards into the contract documentation.	Incorporate the briefed quality standards into the contract documentation.	Input as required to manage that the briefed quality requirements are incorporated into the contract documentation.	

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Confirm the agreed and endorsed parameters					KII					Manage that the Lead Agency through the SC gives final confirmation of the brief before contract documentation is completed.	Assist the Project Director in achieving final confirmation.	Assist the Project Director in achieving final confirmation.						
Initiate and facilitate approvals related to the Development Act			I	R		ı	R				Assist the Lead PSC to achieve Building Certification by providing liaison with the Department certifier and Asset Services where appropriate.	Assist the design team to achieve Building Certification.		Manage that the required Development Act Building Rules Assessment approvals are achieved to project program and that any aspects of concern are fully resolved within the design and cost plan. Modify design if required to comply with approval conditions and obtain signed certificate from Building Certifier confirming compliance.	Assist the design team to achieve Building Certification.		Assist the design team to achieve Building Certification.	
Bills of Quantities			I	R	1	1	RI	I			Determine whether Bills of Quantities are required and their extent.	Liaise with the Department to determine whether Bill of Quantities are required and if agreed manage that they are prepared to the agreed program.	Building Works edition 5. Liaise with all disciplines during	documentation and other information to the Cost Manager for preparation of the Bills of Quantities in accordance with	Provide all necessary contract documentation and other information to the Cost Manager for preparation of the Bills of Quantities in accordance with the agreed program.		Provide all necessary information to the Cost Manager for preparation of the Bills of Quantities in accordance with the agreed program.	
Schedules			ı	R		I	I R	I				Overview the preparation of contract documentation schedules to manage their clarity and completeness.	that they are included in the cost		Review all schedules to manage that they are complete and		Contribute to the preparation of schedules.	
Furniture, Fittings and Equipment		R	I	1	R I	1	1 1			Establish a FF&E selection and budgeting process in liaison with the Lead Agency and End Users and agree the procurement process and timing with the Department and the Project Manager. Liaise with the Lead PSC on selection of materials and colours for FF&E.	Director a process of FF&E	Overview the FF&E procurement process and manage that it meets the project program.	on an ongoing basis to manage	Propose selections for soft furnishings and FF&E. Incorporate as required in the contract documentation.			Assist to incorporate FF&E items in the contract documentation as required.	
Endorsement of materials, finishes and colour selections	nd	R	I	ı	R I	I	1 1	-	1 !	Manage that all appropriate presentations are made through the SC to the Lead Agency and End Users to endorse the materials and colour selections.	achieve endorsement of the	Manage that there is a process for achieving endorsement by the Lead Agency and End Users of the materials and colours.	colour selections for any cost impacts.	Prepare presentations of materials, finishes and colour selections documented in the contract documentation. Assist with presentation to the Lead Agency and End Users for endorsement.	Input as necessary to the selection of materials, finishes and colours.		Input as necessary to the selection of materials, finishes and colours.	
Prepare Preliminaries, General Requirements, Conditions of Tendering and Conditions of Contract	ng		R		ı		R				Determine the Conditions of Tendering and Conditions of Contract and provide design team with standard Preliminaries, General Requirements clauses and manage that the contract documentation meets the Department standards and requirements	Assist the Department to manage that the contract documentation meets the Department standards and requirements.		Department determined Conditions of Tendering, Conditions of Contract, Preliminaries, General Requirements and other	is accordance with the Department determined Conditions of Tendering, Conditions of Contract, Preliminaries, General Requirements and other Department standards and requirements		Prepare contract documentation is accordance with the Department determined Conditions of Tendering, Conditions of Contract, Preliminaries, General Requirements and other Department standards and requirements	
Comply with the Department Guide Notes			I	R	ı	I	RR	I	F	र	Manage that the design team is advised of the relevant Department Guide Notes.	Assist the Department to manage that the contract documentation meets the Department Guide Notes.		Comply with the Department Guide Notes. Manage that all disciplines have copies of relevant Guide Notes.	Comply with the Department Guide Notes.		Comply with the Department Guide Notes.	

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Design Review			R	I		R		1			Participate in the Department design review when the drawings, specification and schedules are sufficiently complete to allow a full and detailed review of contract documentation	Manage and implement the Department design review when the drawings, specification and schedules are sufficiently complete to allow a full and detailed review of contract documentation with Lead Agency, End Users and design team.		design review when the drawings, specification and schedules are sufficiently complete to allow a full and	design review when the drawings, specification and schedules are sufficiently complete to allow a full and	Participate in the Department design review when the drawings, specification and schedules are sufficiently complete to allow a full and detailed review of contract documentation.		Participate in the Department design review when the drawings, specification and schedules are sufficiently complete to allow a full and detailed review of contract documentation.	
Budget Review		1 1	R	_	1	₹ 1	I	I	1 1	Ī		Manage and implement the Department design review at completion of Documentation	Participate in the Department budget review.	Participate in the Department budget review.		Participate in the Department budget review.		Participate in the Department budget review.	
Obtain pre-tender estimate and associated cash flows			1	R		I	R	I	ı	I		Provide the design team with relevant Department and Government standards and policies in regard to pre-tender estimates and cash flow prediction	Manage that there is the preparation of a pre-tender estimate and associated cashflows.		Liaise with the Cost Manager and input as appropriate in the preparation of the estimate and cashflow.	Liaise with the Cost Manager and input as appropriate in the preparation of the estimate and cashflow.		Liaise with the Cost Manager and input as appropriate in the preparation of trade contract estimates and overall cashflow.	
Delay rates			R	-								Determine the daily Delay Rate for Principal caused delay and include in contract documents.		Assist the Department Budget Risk Adviser to determine the Principal caused delay rate to be incorporated into tender documents.					
Contingencies			R	_		₹ 1	I	I	I	ı		of contingency provision in consultation with the Lead	Manage that there is assessment and determination with the Department on construction contingency allowances on the basis of risk analysis.			Contribute to the Department assessment of contingency allowances on the basis of risk analysis.		Contribute to the Department assessment of contingency allowances on the basis of risk analysis.	
Utilise Contractor's register to select tenderers			R	1		र ।	1	I		I			contracts and subcontracts over \$150 000 in value	and subcontracts over \$150,000		Contribute to the selection of prequalification category for all contracts and subcontracts over \$150,000 in value		Contribute to the selection of prequalification category for all contracts and subcontracts over \$150,000 in value. Liaise with the Department regarding trade contractor selection using the the Department prequalification registers and seek endorsement by the Department of selections.	
DELIVERABLES	5.3					R	R	R	R	R			copy of Documentation phase	copy of Documentation phase Contract Material.	copy of integrated and coordinated Lead PSC and disciplines' prepared	One electronic copy of Documentation phase Contract Material to Lead PSC to be incorporated into tender and contract documents.		One electronic copy of Documentation phase Contract Material.	65%
Compliance						R	R	R					project delivery - documentation phase with the Lead Agency functional requirements, budget and project program. Submit CCL1 & 2. Report on the	project delivery - documentation phase with the Lead Agency functional requirements, budget and project program. Submit CCL1 & 2. Report on the	project delivery - documentation phase with the Lead Agency functional requirements, budget and project program. Submit	phase with the Lead Agency functional requirements, budget and project program. Submit CCL1 & 2. Report on the			

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														Report that a final review of documentation integrity and pretender cost estimate has been undertaken in preparation for tender call. Submit CCL4	Report that a final review of documentation integrity and pretender cost estimate has been undertaken in preparation for tender call. Submit CCL4	Report that a final review of documentation integrity and pretender cost estimate has been undertaken in preparation for tender call. Submit CCL4	Report that a final review of documentation integrity and pretender cost estimate has been undertaken in preparation for tender call. Submit CCL4			
APPROVAL DISTRIBUTION OF THE PROPERTY OF THE P	Lead Agency Approval to meet Gateway 6	5.4 G6	R	1		R	1				c	Arrange for the Lead Agency delegate to approve the calling of construction tenders.	Manage that the Lead Agency approves the calling of construction tenders.							
	Call tenders and obtain tender comparison estimate			R	8 1		R	_	1				Implement and manage the calling of construction contract tenders in compliance with procedures in AS4120-1994 Code of Tendering and the Code of Practice for the SA Construction Industry. Issue addenda as required.	Contribute to the management of the Department tender call process as required.	Prepare tender comparison estimate prior to close of tenders. Advise on the cost impact of any addenda issued.		Refer tender queries to the Lead PSC and coordinate with the Lead PSC in the preparation of addenda.		Refer tender queries to the Lead PSC and coordinate with the Lead PSC and the Department in the preparation of addenda.	
	Evaluation processes			R	1		RI		1			Participate in tender evaluation panels as required.	Manage the tender evaluation process strictly in accordance with the Department policy, practices and systems.	Participate in the tender evaluation process in accordance with the Department policy, practices and systems.	Participate in the tender evaluation process in accordance with the Department policy, practices and systems. Assist the the Department Budget Risk Adviser in the preparation of price benchmarks when required.	t accordance with the Department policy, practices and systems.	Participate in the tender evaluation process in accordance with the Department policy, practices and systems.		Participate in the tender evaluation process in accordance with the Department policy, practices and systems.	
)ER	Alternatives			F	1	ı	R I	I	1	I		Participate in evaluation of tender alternatives as required.	Manage that the evaluation of alternatives is strictly in accordance with the Department alternatives evaluation policy.	Participate in the alternatives evaluation process in accordance with the Department policy, practices and systems.	Participate in the alternatives evaluation process in accordance with the Department policy, practices and systems.	evaluation process in taccordance with the Department	Participate in the alternatives evaluation process in accordance with the Department policy, practices and systems.		Participate in the alternatives evaluation process in accordance with the Department policy, practices and systems.	
TEND	Prepare the tender appraisal and recommendation			R	R I	I	R I	-	I	I	R		Manage that there is a comprehensive contract compliance, price, alternatives and technical tender appraisal process completed with coordinated input from the design team and a tender recommendation prepared at its conclusion.	Contribute to the preparation of a comprehensive tender recommendation by the Department.	Prepare a reconciliation of tenders received, including assessment of alternatives, with the cost plan and pretender estimate.	recommendation by the	Contribute to the preparation of a comprehensive tender recommendation by the Department.		Contribute to the preparation of a comprehensive tender recommendation by the Department.	
	Authorise Design Team to proceed			IF			RI	_	I				Manage that the authorisation/extension of professional service contractor contracts into Part 3 is incorporated into expenditure and contract approvals.	Submit revised and additional fee proposals as relevant. Coordinate the submission of all professional service contractor progress claims and variations.	Submit revised and additional fee proposals as relevant. Submit progress claims in accordance with the Department requirements. Implement administrative and cost management processes for professional service contractor contract payments in accordance with the Department requirements.		Submit revised and additional fee proposals as relevant. Submit progress claims in accordance with the Department requirements.	Submit revised and additional fee proposals as relevant. Submit progress claims in accordance with the Department requirements.		
APPROVAL	Gateway 7 approval: Approval of final expenditure and award of the construction contract. \$11M and >\$11M is Cabinet approval: \$1.1M up to \$11M is Ministerial approval: <\$1.1M CE (subject to delegation of authority) approval		R	R	1	R	R				k e		Manage that there is approval by the delegate of the building industry contracts required to complete the project.	Make recommendation on the preferred construction contract tenderer and the required funding to allow acceptance of the tender.						

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	DELIVERABLES	5.4					R	R	R		R			One copy tender recommendation	One copy tender reconciliation	Building Rules certification including certified drawings. One copy technical tender appraisal incorporating disciplines appraisal. Schedule of post tender documentation and tender appraisal checklist.				70%
CONSTRU	Compliance CTION PHASE	5.5					R	R	R					Report that the tender appraisal has been conducted and recommendation made in accordance with the Department tendering policies and procedures. Submit CCL5	Report that the tender appraisal has been conducted and recommendation made in accordance with the Department tendering policies and procedures. Submit CCL5	Report that the tender appraisal has been conducted and recommendation made in accordance with the Department tendering policies and procedures. Submit CCL5				
CONSTRU	Steering Committee	5.5	R	1 1	1	R	1 1	ı	ı	1 1		Attend and report to regular Steering Committee meetings	Attend and report to regular Steering Committee meetings	Attend and report to regular Steering Committee meetings	Report to regular Steering Committee meetings as required	required	Report to regular Steering Committee meetings as required			
	Project Control Group			I R	1		I R					Attend and chair regular Project Control Group meetings	Attend and report to regular Project Control Group meetings	Attend and report to regular Project Control Group meetings	Attend and report to regular Project Control Group meetings	Attend and report to regular Project Control Group meetings	Attend and report to regular Project Control Group meetings			
	Site Team Meetings		-	1 1	R	_		_	1	_	R	Attend regular site team meetings.	Attend regular site team meetings.	Attend regular site team meetings.	Attend regular site team meetings.	Implement, chair and minute regular design meetings of the project team	Attend regular site team meetings.		Implement, chair and minute regular site team meetings.	
COMMUNICATIONS	Monthly Reporting Regime			R		I F	R	R	R		R	all Lead Agency issues of scope, approvals, timeframes, site use etc.	all issues of risk and concern and the management being applied to them. Manage that	Prepare and submit a monthly report on the project prior to end of month recording work status and nominating all issues of concern and the management being applied to them. Report as a minimum on scope, project program, budget, communication and risk issues. Provide compliance statement as appropriate for project phase.	status of budget, commitment and analysis of trends in contingency expenditure nominating all issues of concern and the management being applied to them. Consult with the Department Budget Risk Adviser. Provide compliance		concern and the management		Prepare and submit on a monthly basis a report incorporating comments from trade contractors providing status of all construction work and nominating all issues of concern and the management being applied to them.	
	Award the construction contract		1	R		F	R						Manage that the Department issues the acceptance and extension letters to contractors and professional service contractors.						Assist the Department as required in issue of acceptance letter and trade contract Contract Material to trade contractors.	
	Manage the construction contract			R	1	I F	RI	-	1	1	I		Establish and implement all project management and administrative frameworks between all professional service contractors, the Department and other relevant parties to manage effectively administration of the construction contract.	Participate in administration of the construction contract as delegated under the contract.	Implement administrative processes for construction contract and professional service contractor Contracts progress claims and variations in accordance with the Department requirements.	the construction contract as delegated by the Superintendent and resolve, coordinating with the Project Manager, Cost	Participate in administration of the construction contract and resolve, coordinating with the Lead PSC any technical issues raised by the construction contractor and/or the Lead Agency and End Users.		Participate in administration of the trade contracts as delegated by the Superintendent.	

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	Attend site				R				R		R	Attend the construction site as required by the on-site activity.	Attend the construction site as required by the on-site activity.	Attend the construction site in accordance with the Department Guide Notes for professional service contractors.	accordance with the Department Guide Notes for Professional Services Contractors and as required by the preparation of	with the Department Guide Notes for Professional Service Contractors and as required by	inspect the works in accordance with the Department Guide Notes for Professional Service Contractors and as required by the on-site activity. Prepare a site visit report on status of construction and issues		Manage the construction site and all construction activities through permanent attendance on site.	
	Queries			1 1	R	ı	I F	र ।	R	1		Promptly refer any general queries to the Project Manager and any contractual queries to the Department Project Risk Manager.	Establish a system for promptly responding to and processing al information or contractual questions.		Liaise with design team as required on any cost or Bill of Quantities queries.	Promptly answer Contractor's queries and issue explanatory information and details as required in accordance with contract procedure.	Promptly answer Contractor's queries and issue explanatory information and details through the Lead PSC and as required in accordance with contract procedure.		Promptly answer trade contractors' queries and issue explanatory information and details as required in accordance with contract procedure.	
	Shop drawings			1	R				R	1	ı					Establish a system for promptly processing all shop drawings. Coordinate all responses to the construction contractor to be within the time limits established under the construction contract.	Examine shop drawings for general compliance with construction contract.		Examine shop drawings for general compliance with construction contract. Coordinate with the Lead PSC so that all responses to the trade contractor are within the time limits established under the trade contract.	
	Off-site fabrication				R		1	I	R	I	1		off-site fabrication and payment	Participate in administration of off-site fabrication and payment as delegated under the contract.		Review all construction contractor proposed arrangements for off-site fabrication for compliance with the construction contract.	Assist in the review all construction contractor proposed arrangements for offsite fabrication for compliance with the construction contract.		Review all construction contractor proposed arrangements in Trade Contracts for off-site fabrication for compliance with the trade contract.	
CONSTRUCTION	Variations and claims management			F	2 1		R	र ।	R		R	Manage the approval of any required additional expenditure by the delegate.	Establish a system for promptly responding to all claims which ensures they are promptly assessed, endorsed and certified within the time limits under the construction contract. Make recommendation for additional expenditure as required and/or implement system of savings offsets.	Participate in variations and claims management as delegated under the contract.	cost report detailing all professional service and construction contractor contract costs. Reconcile the	Prepare Variation Orders for approval and issue by the Department. Consider when preparing Variation Orders, whether there is any requirement to refer the modified design to the Certifier for review and certification. Participate in variations and claims management as delegated under the contract.	Prepare Variation Orders for forwarding by Lead PSC. Input as required in the assessment of any construction contract claims.		Establish a system in accordance with the Department requirements for promptly responding to all claims which ensures they are promptly assessed, endorsed and certified within the time limits under the trade contracts.	
	Contract memos			F	RI		R	1 1	I	I	R		Establish a system for the issue of Contract Memos under the construction contract.	Participate in management as delegated under the contract.	Participate in management as delegated under the contract.	Prepare Contract Memos as required for issue.	Prepare Contract Memos as required for issue.		Establish a system in accordance with the Department requirements for the issue of contract memos under the construction contract.	
	Payments			R	R		1	I	R	I	R		Establish a system for responding to all progress claims which ensures they are promptly assessed, endorsed and certified within the time limits under the construction and professional service contractor contracts. Manage the implementation of the payment system.			Assist with the assessment of payment claims as required.	Assist with the assessment of payment claims as required.		Assist with the assessment of payment claims as required. Ensure statutory declaration and a current subcontractor list has been provided with each payment claim.	

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	Engineering service, access and temporary works interruptions		R	I I	_	R		I	-		R	Liaise with the design team and pre-plan all service interruptions so as to minimise the impact upon End User operation.	Manage that the design team incorporate the Lead Agency requirements in regard to services interruptions into proposals.	Implement pre-planning of End User service interruption. Under contract delegation manage that all agreed prior notice periods are complied with by the construction contractor. Maintain detailed liaison with the Project Director.			Participate in the pre-planning of End User service interruption.		Implement pre-planning of End User service interruption. Under contract delegation manage that all agreed prior notice periods are complied with by the construction contractor. Maintain detailed liaison with the Project Director.	
	Procure Furniture, Fittings and Equipment		R	1 1	I	R	1 1	I	I	I	ı	Procure FF&E in accordance with the agreed program.	the process of FF&E	Overview the FF&E procurement manage that it meets the project program .	on an ongoing basis to manage	administer items procured under			Assist with the procurement of FF&E as required and administer items procured under the construction contract.	
	Extension of time											Manage the approval of any required additional expenditure by the delegate.	Establish a system for promptly responding to all claims for extension of time within the time limits under the construction contract. Make recommendation for additional expenditure as required and/or implement system of savings offsets.	Participate in extension of time claims management as delegated under the contract.	Monitor status of extension of time approval and provide monthly cost report detailing all associated Professional Service Contractor and Contractor contract costs.	Participate in extension of time claims management as delegated under the contract.			Establish a system in accordance with the Department requirements for promptly responding to all extension of time claims which ensures they are promptly assessed, endorsed and certified within the time limits under the trade contracts.	
	Commission and hand-over of the completed project		1	I R	_	Ι	RI	1	R	I	R	Manage that the End Users are prepared for occupation in accordance with the construction contract program.	Establish a process for effective management of commissioning and practical completion (or equivalent) under the construction contract.			Prepare defects list and make recommendation to the Department on practical completion. Review and compile as-built drawings, construction, operating and maintenance information and deliver to the Department.	Prepare defects list and make recommendation to the Lead PSC re practical completion. Review and compile as-built drawings, construction, operating and maintenance information and deliver to the Lead PSC.		Implement the process of commissioning and practical completion under the Trade Contracts. Maintain detailed liaison with the Project Director and End Users to manage that commissioning, practical completion and occupation are realistically planned and implement the processes required under the trade contracts.	
	DELIVERABLES	5.5				R	RR	R	R		R	Approval of additional expenditure if required	Recommendation for additional expenditure if required and contracts finalised	Progress Reports Variations, Extension of Time recommendations Practical & Final Certificate Recommendations Expenditure and Contract Reconciliations	Progress Payment Certificates Budget reconciliation recommendations	Record and report of site visits. Variation and extension of time recommendations. Practical Completion written recommendation. Defects Lists.	Variation Requests, Defects Lists, Operating and Maintenance Information		Progress Reports Variations, Extension of Time recommendations Practical & Final Certificate Recommendations Expenditure and Contract Reconciliations	95%
	Compliance						R	RR	R					Report that there has been prompt response to all claims and assessment, endorsement and certification within the time limits established in the construction contract. Submit CCL6.	Report that there has been prompt response to all claims and assessment, endorsement and certification within the time limits established in the construction contract. Submit CCL6. Report that the monthly report on budget and costs has updated all budget lines and has included cost trend information. Submit CCL7.					30%
REVIEW	PHASE Defects Liability	5.6		I R			R I		-	1	ı	Liaise with the Project Manager to advise of any defect issue which arises in the construction contract defects liability period (if applicable).	Establish a process of defect reporting and rectification.	Implement a process of defect reporting with the End Users and design team and for rectification with the construction contractor. Monitor requests for defects rectification during the construction contract defects liability period. Manage that the design team inspect the works at the end of the defects liability period and manage that the construction contractor completes the defects.		Liaise with the Project Manager through the defects liability period to address any defects issues. Undertake an inspection of the works at completion of the defects liability period and document all defect items.			Liaise with the Project Manager through the defects liability period to address any defects issues. Undertake an inspection of the works at completion of the defects liability period and implement all required defects rectification by trade contractors.	

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>	Contract finalisation.		R	R		R	RII	1	1	1		Manage the approval of any required additional expenditure by the delegate.	Make recommendation that the contracts with the Lead PSC, Cost Manager, other disciplines and the contractor are finalised, final accounts paid and security released including recommendation on any additional expenditure required.	construction contracts and	Services Contractors and Contractors with expenditure approvals and make recommendation on any additional expenditure requirement and settling of final accounts.	Cost Manager and the Department as required to finalise accounts for all professional service contractors and contractors. Manage that the Project Manager is kept	Assist the Lead PSC as required to finalise accounts.		Assist the Project Manager, Cost Manager and the Department as required to finalise accounts for all trade contractors. Manage that the Department is kept informed of all potential issues that might impact upon the finalisation of accounts.	
REVIEV	Post completion review Update asset information systems		R	I R	. 1	I R	R I	-	-	1		Participate in a post completion review.	Implement a post completion review. Manage that the asset information systems	review. Manage that the asset information systems	Participate in a post completion review.	service contractor contract,	review. Where required in professional service contractor contract,		Participate in a post completion review. Compile CAD as-built drawings of buildings and services as	
													requirements are met by the Lead PSC.	requirements are met by the Lead PSC.		Department guide note "As built	drawings as required in the		required by the Department Reference Manual and manuals as required by trade contracts Contract Material.	
	Prepare Performance Reports			R		I	R I	I	-	1		Prepare and submit the Department Prequalification performance reports if requested by the Department.	Manage the preparation of the Department Prequalification performance reports on professional service contractors, disciplines, General Building Contractor, Subcontractors or Trade Contractors.		performance reports if	Department Prequalification performance reports if	Prepare and submit the Department Prequalification performance reports if requested by the Department.		Prepare and submit the Department Prequalification performance reports on trade contractors as requested by the Department.	
	Return Files			R			R	R	R	RR	R			completion of project in	completion of project in	accordance with the Department	completion of project in	completion of project in	Return files to the Department at completion of project in accordance with the Department records management policy.	
	Post-occupancy evaluation (POE)			I R	1	ı	R I	ı	П	1 1		Participate in a post occupancy evaluation.	Implement a post occupancy evaluation	Participate in a post occupancy evaluation.	Participate in a post occupancy evaluation.		Participate in a post occupancy evaluation.	Participate in a post occupancy evaluation.	Participate in a post occupancy evaluation.	
	Management review		R	I R		R	R					Review project for lesson learned and incorporate into facility standards and briefs.	Review project for lesson learned and incorporate into standards, proformas, systems and processes.							
	DELIVERABLES	5.6				R	RR	R	R	RR	Ŕ	Final expenditure approval	Contracts finalised	Files	contract costs. Reconciliation of final project costs. Files.	requested in the Contract.	Files and as-built drawings where requested in the Contract	Files	Files	100%