Project Execution Plan

Information Paper
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SCSI Information Paper

This is an information paper (IP). Information papers are intended to provide information and explanation to SCSI members on specific topics of relevance to the profession. The function of this paper is not to recommend or advise on professional procedure to be followed by members.

It is, however, relevant to professional competence to the extent that members should be up to date and have knowledge of information papers within a reasonable time of their coming into effect.

Members should note that when an allegation of professional negligence is made against a surveyor, a court or tribunal may take account of any relevant information papers published by SCSI in deciding whether or not the member has acted with reasonable competence.

Document status defined

SCSI produce a range of standards products. These have been defined in the table below.

<table>
<thead>
<tr>
<th>Type of document</th>
<th>Definition</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCSI practice statement</td>
<td>Document that provides members with mandatory requirements of the Rules of Conduct for members</td>
<td>Mandatory</td>
</tr>
<tr>
<td>SCSI code of practice</td>
<td>Standard approved by SCSI that provides users with recommendations for accepted good practice as followed by conscientious surveyors</td>
<td>Mandatory or recommended good practice (will be confirmed in the document itself)</td>
</tr>
<tr>
<td>SCSI guidance note</td>
<td>Document that provides users with recommendations for accepted good practice as followed by competent and conscientious surveyors</td>
<td>Recommended good practice</td>
</tr>
<tr>
<td>SCSI information paper</td>
<td>Practice based information that provides users with the latest information and/or research</td>
<td>Information and/or explanatory commentary</td>
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Project Execution Plan

A project execution plan is a useful exercise that should define how a project is to be undertaken. Given the variety in different construction projects, there may be a variation required from the SCSI Project Execution Plan template, however the following should be considered in most project execution plans.

The information in the project management plan, project plan and business case may be contained in as many documents as needed to suit the scale of the project. A Project Execution Plan may include a single document or on larger projects this may contain a number of separate documents.

Members should be aware of other supplementary professional guidance produced by the SCSI for the project management surveying professional group, with the latest publications available for free member download at www.scsi.ie.
Project Execution Plan Template

1. Information

Project name, reference code, issue number and date of issue
Contents
Name of sponsor
Reference to policies, standards, specifications, health, safety
Project security and privacy
Project policy
Project approvals and authorisation limits and names of those individuals or bodies holding authority

2. Definition and Brief

Project Description/Charter
Project Objective(s)
Project Scope
Project Life Cycle
  Conception/Inception
  Feasibility
  Project Authorisation
  Landlord approvals
  Funder investor approvals
  Third party approvals
  Adjoining property issues
Implementation
  Detailed design and statutory approvals
  Procurement
  Construction
  Commissioning
  Snagging
  Fit out
  Close out
  Post occupation

Overall budget
Overall programme
3. Organisational Structure Strategy

Project organisation including the core project team members
Team organisation
Project staff directory
Terms of reference for project manager and project team
Directory of interested parties including stakeholders

4. Risk

Risk identification including investigative works required
Risk mitigation
Risk monitoring
Risk management

5. Regulatory compliance

Planning regulations
Building control and building regulations
Environmental regulations
Health and Safety regulations
Conservation and heritage
Archaeology
Utilities
Other regulations –

6. Procurement and contractual arrangements

Design team
Construction team
Specialists / other consultants
Plant and equipment
Fixtures, fittings and equipment
7. Programme

Key milestone dates
Approvals and authorisations
Phased handovers (if any)

8. Project strategy controls and constraints

Communications
Reporting structure
Document management
Meetings
Risk management strategy
Change management strategy
Quality management
Cost management

9. Completion Closeout

Handover book
Completion review
Operational and maintenance
Validation
Post project review
Dating back to 1895, the Society of Chartered Surveyors www.scsi.ie Ireland is the independent professional body for Chartered Surveyors working and practicing in Ireland.

Working in partnership with RICS, the pre-eminent Chartered professional body for the construction, land and property sectors around the world, the Society and RICS act in the public interest: setting and maintaining the highest standards of competence and integrity among the profession; and providing impartial, authoritative advice on key issues for business, society and governments worldwide.

Advancing standards in construction, land and property, the Chartered Surveyor professional qualification is the world’s leading qualification when it comes to professional standards. In a world where more and more people, governments, banks and commercial organisations demand greater certainty of professional standards and ethics, attaining the Chartered Surveyor qualification is the recognised mark of property professionalism.

Members of the profession are typically employed in the construction, land and property markets through private practice, in central and local government, in state agencies, in academic institutions, in business organisations and in non-governmental organisations.

Members’ services are diverse and can include offering strategic advice on the economics, valuation, law, technology, finance and management in all aspects of the construction, land and property industry.

All aspects of the profession, from education through to qualification and the continuing maintenance of the highest professional standards are regulated and overseen through the partnership of the Society of Chartered Surveyors Ireland and RICS, in the public interest.

This valuable partnership with RICS enables access to a worldwide network of research, experience and advice.