Unit 356 Monitoring progress of work against schedules in the workplace

9 credits

Level: 3
UAN: **F/503/2742**

Unit aim:
The aim of this unit is to provide you with the skills and knowledge to confirm and allocate the use of plant, machinery or equipment on the job, adopt safe and healthy working practices, monitor the use of plant, machinery or equipment ensure that plant, machinery or equipment is operated safely and without risk to self and others and to perform a supervisory role.

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Identify and inform decision makers of inappropriate specified resources and suggest suitable alternatives.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 **establish and record inappropriate resources selected for the project, and seek suitable alternatives**							
1.2 **advise relevant decision makers of suitable alternative resources**							
1.3 give examples of inadequate and inappropriate resources, relating to:							
a. people							
b. tools and ancillary equipment							
c. materials and components							
d. time							
e. information							
1.4 explain the different methods and techniques of informing relevant decision makers about inadequate or inappropriate resources							
1.5 explain the organisational procedure for suggesting and specifying alternative resources.							

2. Identify and quantify deviations from planned progress which have or may occur, and which could disrupt the programme.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 **determine and analyse work done or projected work to be done**							
2.2 **compare work done or projected work against given schedules to identify deviations relative to the project plan**							
2.3 explain the methods that can be used to identify deviations from planned progress, in relation to:							
a. resource shortages							
b. design problems and constraints							
c. lack of essential construction information							
d. construction errors							
e. inclement weather							
f. physical (workplace) constraints							
2.4 describe how any deviations from the planned progress could disrupt the programme, in relation to:							
a. action lists							
b. method statements							
c. work costs							
2.5 explain how to quantify any deviations from planned progress in regards to the method of work and any implication on resources.							

3. Confirm the circumstances of any deviations, and agree and implement appropriate corrective actions.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 **analyse and agree corrective actions from identified deviations needed to maintain the project schedule**							
3.2 **plan and implement agreed corrective actions**							
3.3 describe the methods that can confirm the circumstances of any deviations							

3.4 explain how to agree and implement corrective actions in circumstances of any deviations, in relation to:							
a. restoring progress in accordance with agreed programme							
b. agreeing new completion dates							
c. securing additional resources							
d. altering planned work.							

4. Identify options which may produce savings in cost and time and help the contract progress, and pass options onto decision makers.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 **establish suitable options to the work schedule considered to save cost and time**							
4.2 **inform relevant decision makers in a suitable format on identified options that can assist contractual progress**							
4.3 explain how to identify the options which are most likely to minimise increases in cost and time and help contract progress							
4.4 describe the different methods and techniques used to communicate information about costs and time to relevant decision makers.							

5. Inform decision makers about progress, changes to the operational programme and resource needs.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 **collect and establish information of project progress against project specifications**							
5.2 **advise decision makers on project progress and recommended options for changes and resource needs**							
5.3 describe how to best inform relevant decision makers on actions needed to be taken to maintain or improve project progress							
5.4 explain why and when decision makers should be informed about progress, any changes to the operational programme and resource needs.							

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Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	