**Date:**

**Project manager:**

**Project:**

| Complete | Description | Notes | Reference |
| --- | --- | --- | --- |
| Project Need |
|[ ]  Have you reviewed your project’s goals and objectives? Are you informed on what your project set out to achieve and benefits to be realised in the initial case for investment? |  | * [**Project need**](https://www.vic.gov.au/tafe-toolkit-establish-your-project-need)
 |
|  |
| Project Scope |
|[ ]  Do you have a clear idea on:* What is included in your project scope?; and
* What is not included in the project scope?
* Have you reviewed key project documents? (Depending on the procurement model and/or size and complexity of your project these could include:
* A functional brief;
* Technical specifications; and
* Detailed design documentation.)
 |  | * Technical specifications
* Functional design brief
* Design documents
 |
|[ ]  Do you understand how changes to your project scope are made through the contract, whether instructed by your organisation or requested by the contractor?Do you know what approvals are required in order to instruct scope change? |  | * [**Managing project scope and change**](https://www.vic.gov.au/tafe-toolkit-managing-project-scope-and-change)
* Contract
 |
|[ ]  Are there elements of scope, for which your organisation is responsible, which need to be managed? (This may include:* group 2 fittings fixtures and equipment (FFE) (i.e. electronic whiteboards or computer monitors) which are supplied by your organisation and installed by the contractor; or
* group 3 FFE (i.e. chairs, desks or other loose furniture) which is supplied and installed by your organisation.)
 |  | * Contract – specifically the equipment clause and equipment lists
 |
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| Governance and Resourcing |
|[ ]  Do you have an appropriate governance structure set up? Do you understand the roles of your governance body in the guidance of your project? |  | * [**Governance structures**](https://www.vic.gov.au/tafe-toolkit-governance-structures)
 |
|[ ]  Are project delivery team member roles and responsibilities identified and understood? |  |  |
|[ ]  Do you understand the roles and responsibilities of named parties under the contract i.e. project director, superintendent (if any)? |  | * Contract
 |
|[ ]  Have internal approval mechanisms for sign offs during the delivery phase been established? Have you reviewed the internal approvals process you will need to undertake?(For small to medium projects, your project may have a Project Sponsor who approves change.For larger and more complex projects, approvals may need to be progressed through a project control group (PCG) and/or project steering committee (PSC).) |  | * [**Project reporting**](https://www.vic.gov.au/tafe-toolkit-project-reporting)
* [**Governance structures**](https://www.vic.gov.au/tafe-toolkit-governance-structures)
 |
|[ ]  Do you know what gateway approvals are relevant to your project and the procedures for compliance? (This is only relevant to high value high risk (HVHR) projects unless your organization has elected for your project to be subject to the gateway review process.) | HVHR projects only | * [**Government policies and compliance**](https://www.vic.gov.au/tafe-toolkit-government-policies-and-compliance)
* [**Classify your project**](https://www.vic.gov.au/tafe-toolkit-classify-your-project)
* [**Gateway reviews**](https://www.dtf.vic.gov.au/infrastructure-investment/gateway-review-process)
 |
|[ ]  Do you know what documentation the contractor is required to submit for you or the superintendent’s approval?  | Design & construct contract type | * Technical submittals
 |
|[ ]  Have all required consultants and specialist advisers been identified? |  |  |
|[ ]  Are all appropriate contracts executed to engage consultants and specialist advisers? |  | * Consultant agreement

[**Use of specialised consultants**](https://www.vic.gov.au/tafe-toolkit-use-specialised-consultants)  |
|[ ]  For design and construct projects – have you reviewed what level of design development the contractor will need to undertake? Does the contractor know which stakeholders, within your organisation and/or user groups, need to be engaged during the design development process? | Design & construct projects only |  |
|[ ]  Is there a design responsibilities matrix (most relevant for a design & construct contract) which outlines which team member is responsible for elements of the project and how those design responsibilities interface? (This is typically created during the design development process and can be used by the contractor to coordinate the remaining design they will undertake.) | Design and construct projects only | * Design responsibilities matrix
 |
|[ ]  Is there a RACI register for the project if necessary? (RACI means responsible, accountable, consulted and informed.)  |  | * RACI register
 |
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| Reporting |
|[ ]  Do you understand your legislative and policy reporting requirements? |  | * [**Project reporting**](https://www.vic.gov.au/tafe-toolkit-project-reporting)
 |
|[ ]  Do you need to establish consultative mechanisms (project meetings and reporting processes) throughout the construction process?Who is responsible for issuing the agenda, minuting meetings and following up action items for the following types of meetings:* Design coordination meetings (typically for a design & construct contract);
* PCG/PSC meetings;
* Start on site meetings; and
* Weekly or fortnightly progress meetings?
 |  | * Meeting invite
* Meeting minutes/agenda
 |
|[ ]  Have you established who is responsible for issuing the project control group (PCG) agenda, minuting meetings and following up action items?(For larger projects a PCG is usually already established before the delivery phase. For BAU to medium sized projects a PCG may need to be established at the beginning of the delivery phase. This will ensure regular reporting on the status of the project to all key stakeholders within your organisation such as OH&S, faculty leads etc. ) |  | * PCG meeting invite
* PCG meeting minutes/agenda
 |
|[ ]  Do you know what the contractor’s reporting obligations are under the contract? |  | * [**Project reporting**](https://www.vic.gov.au/tafe-toolkit-project-reporting)
* Contract
 |
|[ ]  Do you know your project assurance obligations? If you are a HVHR project, have you completed gate 4: ‘tender decision’? |  | * [**Project controls and reporting**](https://www.vic.gov.au/tafe-toolkit-project-controls-and-reporting)
* [**Gateway reviews**](https://www.dtf.vic.gov.au/infrastructure-investment/gateway-review-process)
 |
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| Commercial: Cost, Budget and Payment |
|[ ]  Do you understand your overall project budget and how the budget is allocated between different items (if any)? Is there a contingency?Who controls the contingency? |  | * [**Managing project costs**](https://www.vic.gov.au/tafe-toolkit-managing-project-costs)
* Cost plan
* Project budget
 |
|[ ]  Are there any internal finance or accounts processes which need to be established to ensure funds are available for the first invoices? |  |  |
|[ ]  Who is certifying that works have been completed appropriately before payment is approved by your organisation?(Depending on the size and complexity of your project, this may be the superintendent named in your contract, or for smaller BAU or medium sized projects, the project manager, after receiving advice from your technical consultants (if required)).  |  |  |
|[ ]  What are the agreed payment cycles or milestones in the contract?This may be monthly or upon completion of specific elements of work.Do you understand your progress payment obligations, including your obligations under the *Building and Construction Industry Security of Payment Act 2002 (VIC)* – commonly known as the, ‘Security of Payment Act’? | Mandatory compliance requirement  | * Contract
* Consultant agreement
* [**VBA security of payment**](https://www.vba.vic.gov.au/building/security-of-payment)
* [**Security of payment summary**](https://www.turtons.com/security-of-payment-act-vic-everything-you-need-to-know)
 |
|[ ]  Are there any unpurchased items or scope or equipment that still needs to be procured? Who will be responsible for the procurement? Is there a separate budget? |  | * [**Procurement program**](https://www.vic.gov.au/tafe-toolkit-planning-procurement)
 |
|[ ]  Have you reviewed the variations and contract instructions requirements? Do you know what is timely under the contract? |  | * Contract
 |
|[ ]  Do you know your responsibilities regarding utility supply or augmentation agreements?(Typically, these will be managed by the contractor but will need to be signed-off by your organisation and the fees paid, if any, by your organisation.) |  |  |
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| Program |
|[ ]  Do you know what the project’s key milestones and project dates? |  | * Master Program
 |
|[ ]  Do you know your project’s critical path? (The critical path is the longest, interdependent sequence of activities in a project plan which must be completed on time for the project to complete on due date.)  |  | * Project schedule
 |
|[ ]  Do you know what constitutes an extension of time under the contract? What actions or events may result in an extension of time and which of those would be compensable?  |  | * Contract
* Master program
 |
|[ ]  Does the project include a phased delivery where there are multiple or staged handovers? |  | * Contract
* Master program
 |
|[ ]  Are there items which need to be supplied by your organisation by an agreed time to ensure the schedule remains on track? (This may include any fittings, fixtures or equipment.) |  | * Procurement program
* Contract
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| Risks |
|[ ]  Do you know what the key project risks are? Do you have an up to date and sufficiently detailed risk register? |  | * Project risk register
 |
|[ ]  Do you know if there are any unresolved issues on the project? |  | * Project risk register
 |
|[ ]  Do you know how project specific risks are addressed within the contract? What is the risk allocation for these project specific risks between your organisation and the contractor? |  | * Contract
 |
|[ ]  Are there any related projects which are critical to the success of this project? |  | * Project risk register
 |
|[ ]  Are all constraints and existing conditions that will, or may, impact the project delivery identified? |  | * Project risk register
 |
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| Stakeholder Communication |
|[ ]  Who, of your key project stakeholders and user groups identified in the project brief, will you need to inform during the delivery phase?  |  | * Stakeholder register
* Project brief
 |
|[ ]  Is there an agreed strategy, protocols or guidance for communicating and managing construction works which impacts on key stakeholders? |  | * Stakeholder register
* Communication plan
 |
|[ ]  Are interruptions to services and safety conditions planned and understood? (This could include service outages, changes to normal access and any impacts on operations which may need to be managed and coordinated with stakeholders. Frameworks may need to be established with meetings, registers, notifications and approvals to manage impacts, including specific timeframes for isolation and shutdowns.) |  |  |
|[ ]  Is there a project directory which is up to date and circulated to the project team?(This should include the preferred mode of contact for project team members.) |  | * Project directory
 |
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| Facilities Management |
|[ ]  Have you considered how the facilities manager can be integrated into the delivery phase to ensure a seamless transition at the end of construction works? |  |  |
|[ ]  Have you considered conducting inspections with facilities managers during the delivery phase to ensure plant and equipment is being installed in a way that can be maintained? |  |  |
|[ ]  Is essential maintenance up to date to facilitate the modification or extension of fire services for your project? (This needs to be up to date to ensure delineation of responsibilities for faults and failures during construction. Works may need to be coordinated with your facilities management team.) |  |  |
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| Building Permit |
|[ ]  Do you have an approved building permit?(Typically, the contractor will lodge an application for a permit with the building surveyor engaged by your organisation. Your organisation will be required to provide relevant information and assist with providing the required information to the contractor. This may include * evidence of property ownership
* authority to undertake the construction work.)
 | Mandatory requirement all projects | * Building permit
 |
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| Public Protection Measures |
|[ ]  Have public protection measures proposed by the contractor been endorsed by the building surveyor?(This will only be relevant if there are any adjacent properties. If your project has a neighbouring property a notice will need to be served before work can commence. A permit will not be issued unless building surveyor is satisfied with the public protection measures being proposed by the contractor and agreed to by the neighbour/s.)  | Mandatory requirement if project has an adjacent property | * Part 7 Building Regulations 2018 (Vic)
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| Site Establishment and Site Establishment Plans |
|[ ]  Has there been an agreed demarcation of the site between your organisation and the contractor?(This should include site boundaries, access and egress to the site and contractor access to specific areas outside the site boundaries within your organisation. This ensures the contractor takes full responsibility for the control of the project area, including access, security, safety etc.) | Medium to HVHR projects. Not likely to be relevant for BAU projects.  |  |
|[ ]  Is there a site establishment plan (SEP)? (The SEP is used to inform your projects logistics inside the site boundary. The SEP should be provided by the contractor and reviewed and endorsed by your organisation.The SEP should include the following information:* Location of site amenities such as welfare and first aid;
* Rubbish location and collection points;
* Vehicle and pedestrian routes within the site;
* Emergency routes within the site; and
* Muster point in an emergency evacuation.)
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| Construction Management Plan |
|[ ]  Have you reviewed and approved the contractor’s construction management plan (CMP)?(The CMP is used to inform the projects logistics outside of the site boundary.The CMP may assist you to plan logistics internally within your organisation and with its various stakeholders. The CMP should be reviewed and endorsed by you. The CMP should include:* Public safety, amenity and site security;
* Traffic management;
* Operating hours;
* Noise and vibration controls;
* Air and dust management; and
* Stormwater and sediment control waste and materials reuse and traffic management.)
 | Dependent upon your local council as to whether this is a mandatory approval.Typically for larger and more complex projects. | * Construction management plan
* The [**City of Melbourne CMP templates**](https://www.melbourne.vic.gov.au/building-and-development/planning-and-building-services/construction-development/legislation-guidelines/Pages/construction-management-plan.aspx) can used to assist develop a CMP.
 |
|[ ]  Does the construction management plan need to be approved by the council? (This will be the responsibility of the contractor but may need to be endorsed by the council before works can commence.) | Dependent upon your local council as to whether this is a mandatory approval.Typically for larger and more complex projects. |  |
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| Traffic Management Plans |
|[ ]  Have you reviewed and endorsed the contractor’s traffic management plans? (Although the traffic management plans should be part of the construction management plan, they still should be reviewed and signed off by you. There may also be an OH&S officer within your organisation who needs to review and approve these.) | Mandatory requirement of contractor |  |
|[ ]  Do the traffic management plans require any council/authority approvals such as VicRoads? (This will be dependent on your site location, size and complexity.) |  |  |
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| Occupational Health & Safety |
|[ ]  Have you reviewed the contractor’s OH&S plan?(Although you don’t need to approve this document, you should review and make yourself aware of how the contractor is discharging their obligations under the OH&S Act. The OH&S plan should include how the contractor will manage safety on the site, ensure all subcontractors have appropriate insurances, incident reporting to WorkSafe and your organisation, and reviewing safe work method statements.)  | Mandatory requirement of contractor | * [**Worksafe’s construction handbook**](https://www.worksafe.vic.gov.au/resources/working-safely-general-construction-industry-handbook-construction-regulations)[
 |
|[ ]  Is there an agreed incident reporting process which states when the contractor is required to report an incident to your organisation? (The contractor should be obligated to report the incident to your organisation within an agreed timeline. Typically, a notifiable incident is one which the contractor must report to Worksafe as part of their legislative obligations.)  | Mandatory requirement of contractor |  |
|[ ]  Is there asbestos or known PFAS (per-and polyfluoroalkyl substances) on your project? (There are a number of laws, compliance codes and guidance documents that can help you understand your obligations relating to asbestos. The *Occupational Health and Safety Act 2004* (OH&S Act) and the OH&S regulations outline all responsibilities and duties relating to workplace health and safety in Victoria. Part 4.4 of the OH&S regulations deals specifically with asbestos.) |  | * [**Asbestos workplace laws and regulations**](https://www.asbestos.vic.gov.au/in-the-workplace/laws-and-regulations-in-the-workplace)
* [**EPA environmental information**](https://www.epa.vic.gov.au/for-community/environmental-information/pfas)
* [**EPA land and groundwater information**](https://ref.epa.vic.gov.au/your-environment/land-and-groundwater/pfas-in-victoria)
 |
|  |
| Environmental Management Plan |
|[ ]  Have you reviewed the contractor’s environmental management plan?(Although you don’t need to approve this document, you should review and make yourself aware of how the contractor is discharging its obligations under the OH&S Act.) | Typically for larger and complex projects |  |
|  | Does your organisation have an environmental clearance process? Does your organisation have a central environmental officer who reviews and approves the contractor’s environmental designs and management plans? (It is likely your organisation will have its own environmental management plan that needs to be considered by the contractor.) |  |  |
|  |
| Quality & Quality Management Plans |
|[ ]  Do you understand your organisations quality standards and what is required under the contract? Does your organisation have a design standard that is included in the contract? |  | * Contract
* Quality management plan
* Inspection and test plans
* Sample register
 |
|[ ]  Do you know what samples are required to be provided by the contractor (if any) and what your formal response time obligations?Who is authorised to approve what samples?(Samples could include light fittings, tile or carpet samples for example.) | Design and construct contract only. | * Contract
* Quality management plan
* Sample register
 |
|[ ]  Are there any inspection and test plans which require your sign off or the superintendent’s sign off? |  | * Inspection and test plans
* Technical specifications
 |
|[ ]  Have you reviewed the contractor’s quality plan?(The contractor should provide a quality plan to advise how quality will be managed on the site. This will include information on inspection and test plans, how the contractor will check quality on site and ensure quality from their subcontractors.) |  | * Quality management plan
 |
|  |
| Australian Building Construction Commission |
|[ ]  Is your project federally funded? (If your project is more than 50% federally funded, or federally funded and over $5m in value, you will need to obtain from the contractor:* Workplace relations management plan.
* Letter from Department of Employment and Workplace Relations.)
 | Mandatory requirement of contractor if federally funded | * [**ABCC workplace relations management plans**](https://www.abcc.gov.au/building-code/contractors/tendering/workplace-relations-management-plans-wrmp)
 |
|  |
| Project Signboards |
|[ ]  Have you reviewed the contractor’s proposed project signboard?Have you arranged your TAFE’s project signboard for government funded projects in accordance with capital works signage guidelines?(The contractor is required, under legislation, to display a project signboard. This must include:* Building permit information; and
* Contact details for the site.

Although not your responsibility to display a signboard, it is important to know what is required by the contractor. The signboard is generally reviewed and approved by your organisations before it is printed by the contractor. | Mandatory requirement of contractor | * [**Capital works signage guidelines**](https://www.vic.gov.au/capital-works-signage-guidelines)
 |
|  |
| Documentation |
|[ ]  How is correspondence between your organisation and the contractor recorded and saved?Is there an electronic management system such as Aconex or iTWOcx which needs to be utilised under the contract?  |  |  |
|[ ]  When does your organisation specific room numbering or room names (if any) need to be confirmed to the contractor for occupancy manuals and the programming of systems, such as CCTV, security, fire detection, ESM? (This is typically for projects, other than lump sum, where the signage work package is to be designed by the contractor.) | Typically projects other than lump sum. |  |
|[ ]  If there is design development occurring during the delivery phase do you know what documentation requires approval and when? Who needs to sign off? (This could include user groups or other internal stakeholders such as faculty leads). | Design and construct |  |
|  |
| Insurances |
|[ ]  Do you have copies of current insurances? (This includes copies of the certificates of currencies for the contractor, consultants and specialist advisers.This may include:* Public liability
* WorkCover
* Professional indemnity
* Works insurance (depending on your contractual requirements i.e. may be required if a contractor is undertaking design).)
 | Mandatory requirement of contractor | * Insurance register
 |
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| Lessons Learnt |
|[ ]  Is there a documented list of lessons learnt that could provide some valuable insight into your project so far? |  | * Lessons learnt register
 |
|[ ]  Was a lessons learnt document produced following the procurement phase of your project? |  | * Lessons learnt register
 |
|  |