Contract Guidance

In 2018, I was contacted by a the Construction Director whose Company was appointed to on some of my previous Projects.

The Issue concerned a number of Projects all running at the same time yet with different Project teams appointed to each.

The dilemma was that the central reporting for the Projects became confusing as there was no guidance to standardisation of reporting so identifying change, cost recovery, Project risk and loss/ margin sustainable to the full scopes.

Although the teams were aware of the needs of the NEC3/4 contracts, implementing them across a number of staff with varying levels of experience and expertise was proving difficult.

Training could have been given and indeed was discussed but the time line involved in doing this to live Projects would take time and not be effective in the short term.

We decided to prepare a work book extracted from the NEC data that was specific to the contracts engaged upon, examples of how EWN's, Compensation events, and Project reporting were to be completed, and the preparation of evidence files for change purposes were to be prepared and presented to validate change and entitlement.

Ownership of the tasks was explained and the approximate time needed to complete the tasks were listed.

A separate 'help' book was also presented for staff to make notes and keep ideas, list help guides and use the information for future guidance.

As the common complaints are always 'I haven't the time to complete this' 'This is not my job' 'the QS should be doing this' it was fully explained that the engineers and supervisors are the source of change identification, and communication is vital for the senior staff to report change and recover entitlement.

The other key factor is accurate program reporting so the contract correspondence has to be fed into the programme to identify delays and entitlement.

It was established that with the simplified work book, training could be given to small numbers of staff at a time so as not to disrupt the site progress, that specific additional training could be given to those members of staff that required it, and that the process could be immediately implemented.

This ensured uniformity across the seven Projects and became very pro- active as some staff members had the change listed in their diaries, but had no idea how to report it.

The work books proved a success and the cohesion across the Projects became established, resulting in accurate reporting to Senior Management and to the Individual Clients involved with the Projects.