

## Monitor progress against work schedules

---

### Overview

This standard is about interpreting information to determine progress of the work, recognising materials, components and equipment used with the work, implementing actions to progress with the work and performing a supervisory role within craft and operative work areas as associated with work carried out in the built environment

This standard is for people working in the occupational area of occupational work supervision and can be used by supervisors and managers

## Monitor progress against work schedules

---

### Performance criteria

- You must be able to:*
- P1 monitor progress of planned programme against the work schedules
  - P2 identify inappropriate specified resources, record and report and suggest suitable alternative resources
  - P3 identify and quantify any deviations from planned progress which have occurred, or may occur, and which could alter the programme
  - P4 confirm the circumstances of any deviations, seek advice and implement appropriate corrective action
  - P5 identify and report options which are likely to help the contract progress
  - P6 report progress, changes to the operational programme and resource needs

Monitor progress against work schedules

---

## Knowledge and understanding

*You need to know and understand:* **Performance Criteria 1**

### **Monitor progress**

K1 how to source information from the work schedule

K2 how to monitor and report the progress of the planned programme

### **Performance Criteria 2**

#### **Monitoring resources**

K3 how to identify, record and report inadequate and inappropriate specified resources and suggest alternatives

K4 how to identify the need for alternative resources

K5 how to specify alternative resources

### **Performance Criteria 3**

#### **Deviation in progress**

K6 how to identify and record any deviations from planned progress which could alter the programme

K7 how to quantify any deviations from planned progress

### **Performance Criteria 4**

#### **Corrective actions**

K8 how to record and report the circumstances of any deviations

K9 how to seek advice and implement corrective action in circumstances of any deviations

### **Performance Criteria 5**

#### **Identify options**

K10 how to identify, record and report options which are most likely to help the contract progress

## **Performance Criteria 6**

### **Decisions and actions**

K11 when to report progress, any changes to the operational programme and any resource needs

## Monitor progress against work schedules

---

### Scope/range related to performance criteria

#### **Performance Criteria 1**

1 monitor progress against the work schedule using the following methodologies

1.1 discussion

1.2 observation

1.3 calculation

1.4 measuring

#### **Performance Criteria 2**

2 record and report any inappropriate and inadequate resources and suggest alternatives

#### **Performance Criteria 3**

3 record and report identified and quantified deviations or confirm programme is on schedule

#### **Performance Criteria 4**

4 record, report and apply any corrective action taken

#### **Performance Criteria 5**

5 record and report information and recommendations which include options likely to minimise increases in cost and time

#### **Performance Criteria 6**

6 report and confirm progress which could include options for changes and future resource needs

## Monitor progress against work schedules

---

### Scope/range related to knowledge and understanding

1 application of knowledge for safe and healthy work practices, procedures and skills, relating to the method/area of work and materials used, to

1.1 monitor and report progress against works schedules by discussion, observation, calculation and measuring

1.2 identify, produce records and report inadequate and inappropriate resources relating to people, tools and ancillary equipment, materials, time and information

1.3 report to customer and/or representatives, contractors, suppliers and line management with detailed explanations of why the resources are unsuitable, suggest alternatives and specify how they would be better for the work

1.4 produce records and report instances of any identified and quantified deviations relating to resource shortages, design problems and constraints, lack of essential construction information, construction errors, adverse weather and physical (workplace) constraints which could affect the work programme in regard to action lists, method statements and work costs

1.5 confirm the circumstances of the deviation and explain the process of how the corrective action will be implemented in regard to restoring progress in accordance with the agreed programme, altering the planned work, agreeing new completion dates and securing additional resources

1.6 record and report to customer and/or representatives, contractors, suppliers and line management regarding the project's progress

1.7 discuss the recommendations and any potential changes to the operational programme including additional resources with customer and/or representatives, contractors, suppliers and line management

1.8 report to customer and/or representatives, contractors, suppliers and line management regarding the project's progress including recommendations for changes and resource needs relating to people, tools and ancillary equipment, materials, time and information including those which could advance the contracts progress

## Monitor progress against work schedules

<b>Developed by</b>	Construction Skills
<b>Version Number</b>	3
<b>Date Approved</b>	January 2018
<b>Indicative Review Date</b>	February 2023
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating Organisation</b>	ConstructionSkills
<b>Original URN</b>	VR215
<b>Relevant Occupations</b>	Construction and Building Trades Supervisors
<b>Suite</b>	Occupational Work Supervision (Construction)
<b>Keywords</b>	Programme; Project progress; Corrective-actions; Method of work; Deviations