



CPA Aide Memoire

Project Establishment (GENERAL)

BRIEF - What was the reason for the project? – How was the brief established?

CLIENT – Client vs user groups and stakeholder, funding stakeholders?

TEAM FORMATION - How was team formed, structured and engaged – eg designers first vs design + construct? PM role?

Design

DESIGN – Describe design process – what was important, what were restrictions and compromises, environmental considerations.

Contract Management

BUDGET – How was budget set and cost monitored during design & procurement

CONTRACT – Contractor procurement (if not already engaged), forms of contracts. **PROGRAMME** – Constraints and determining factors.

Construction

SITE ESTABLISHMENT - Site establishment, site restrictions, council requirements.

METHODOLOGY - Construction methodology, sequencing – What were the big challenges in planning the work.

ISSUES - Unforeseen issues on site – What were they and how were they addressed.

ENVIRONMENTAL IMPACT - Minimising environmental impact of work on site – what was done over and above council requirements.

Across all areas:

COST CONTROL - Cost monitoring, variations, final account.

HEALTH AND SAFETY – What were the particular challenges of this project and how were they addressed, what systems were employed, accidents and incidents, lessons learned.

QUALITY - Quality control processes.

BIM - Role in design, construction and ongoing FM.

TEAM - Team relationships throughout including Consenting Authority – any ongoing tensions, if so how resolved?

COMPLETION – Remedials, paperwork, CCC.

END RESULT - Client, user, community satisfaction with result.