P6: Discuss examples of resource planning and management documentation.

**Programmes:**

Programmes are possibly the most common form of documentation for planning a project in the construction industry. Programmes allow you to see when tasks are scheduled to start, they allow you to allocate resources to the project and can give you reminders when a material or piece of plant needs to be delivered or ordered. They are good because they be updated as the project progresses, whether it be getting ahead of the programme or falling behind. This allows changes to be made and allows more resources to be allocated if required to get a push on the project. You can see weeks/months ahead what you will need, which means you can start finding labour or plant with plenty of time, meaning you should be able to get the best deal possible. It allows you to ensure that you have adequate stock, and if not, gives you plenty of time to order more in. As the project progresses, the QS can monitor how many resources have been used in comparison to what was planned and hopefully look to make a saving on the project. If the project is using up an excessive amount of resources, the QS has the ability to step in and make a change before it is too late. A programme is also a visual reminder for anyone involved in the project. The site manager will have a copy so he can check that the materials and resources being used are correct and he can ensure that steps are put in place so that the project doesn’t fall behind.

**Cash Flow Forecast:**

When tendering for a project, it is vital that you create a cash flow forecast to ensure that you have the correct funds to be able to run and pay for the project. If you tender and successfully win a project that you can’t pay for, you are likely to go bankrupt which would result in the business going under. By assessing the programme, you can see what months are going to encounter the most outgoings. By then looking at what money is due to come in, you can decide whether you can fund it or not. If the outcome is that you can’t fund it alone, the contractor could decide that extra capital is required and that they really want the project. Extra funding could come in the shape of a bank loan, investor or crowdfunding. As long as you plan your cash flow in line with the project programme, it should be easy enough to manage. When the project starts and is in progress, you can monitor the spending in line with the programme and the planned cash flow to ensure that you are still on track.

**Bill of Quantities:**

The BOQ is incredibly important when it comes to planning and managing resources for a project. It outlines the materials that are required, the amount required and any specification that needs to be notes. This allows the QS and buyer to sit down and order materials to specific dates when they are required with plenty of time to get them delivered. The BOQ also shows lead times on products and everything from the bill can be inputted into MS Project so that there is a visual representation also. During the project itself, the QS can track costs and track what materials have been used and whether the amount is as per his BOQ. If it isn’t, questions are either asked as to why, or variation orders are produced to cover the difference.

**Method Statements**

Every activity on the work programme has to have a method statement attached to it to inform the people who are carrying out the activity on how to complete the activity safely. The method statement will tell everyone which resources that will be needed. For example how many bricklayers will be needed to build the external cavity walls and how many bricks they will need. It will also describe which plant or machinery needed.