Hi guys, having read the criteria I’ve adjusted what you need to include in your writing slightly. Here goes.

For P4, You must explain the techniques used to plan, organise and control a construction project. Evidence should be restricted to techniques, which are commonly used and current. Mention could be made of software-based systems but there is no requirement for a detailed treatment of these techniques for this grade.

For P4 you must write about:

**Long and Short Term Plans**

Gantt charts and schedules are effective ways of planning a project ?????????

**Control of Goods**

Once ordered by the head office the site team will need to know ??????????

**Control of Labour**

One of the hardest things to manage on a site is the various levels of staff, construction sites vary from just a few people ??????????????????

**Plant Management**

The heavy machinery used on site, needs to be linked to overall site schedule, to ensure it is available ????????????????

**Scheduling**

Once the operations have been programmed, materials can be ordered. Many of the items required in a construction project may ??????????????

**Critical Path**

**?????????**

**Drawings**

**????????**

**Site layout planning**

**???????????**

**Microsoft project**

**???????????**

**Kestral**

**???????**

You don’t have to write about all of the above, however try and include at least two thirds.

 For P5, You must explain the management procedures used to monitor and control resources. Learners must convey knowledge and understanding of standard organisational aspects and documentation, such as delivery documentation, goods received sheets, stock issue sheets, plant utilisation sheets, timesheets, job cards, requisition orders and software resource allocation. As above, mention could be made of software-based systems but there is no requirement for a detailed treatment of these techniques for this grade.

Write about some of the above and some of the list below

Delivery notes

Invoices

Weekly goods received

Plant sheets

Requisition orders

Timesheets

Software systems

Bills of Quantity

SAGE

For P6, You must discuss examples of resource planning and management documentation. There are many ways to do this and evidence will depend on the specific nature of each project. Bar charts, scheduling methods such as line of balance, and network diagrams such as arrow diagrams could all be used in this context provided that learners can explain their application. Evidence could be in the form of a written report.

**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 ?????????????

**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 ????????

**Bill of Quantities:**

The BOQ is incredibly important when it comes to planning and managing resources for a project. It outlines the materials that ???????????

**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 ??????????

We were meant to be doing arrow diagrams and network analysis charts in college now. However could you do some on line research and write a paragraph or so about them?

**For M2**, you must compare the advantages and disadvantages of resource management techniques. The use of paper-based and computer-based systems should be evaluated, including site documentation, contract programs and materials schedules. Learners should also evaluate and compare different programming techniques for various scenarios.

**SAGE:**

This is an accounting software package. Every invoice, timesheet or receipt will be inputted into the software and add to the job total, which can be obtained at the end of the project. The costs can also be explored while ????????

**Microsoft Project:**

Microsoft Project is a programme used widely across the construction industry and many more industries to plan tasks, allocate resources and control budgets for ongoing and upcoming projects. The programme’s main positive point is the huge range of tasks that can be ???????????

**Timesheets:**

Timesheets are far cheaper and easier to use. Timesheets are the most common way of logging hours and tracking labour for a project. They can be used for many different purposes, not just for ??????????

**For M3**, you must discuss the factors that may have an adverse impact on planning and organisation, if not considered and explain their possible effects. Variables can be taken to include unforeseen factors such as the weather, **changes to the design,** changes to construction methods and materials and problems with supply and delivery. The effects of each one on the planning and organisation of the project should be explained.

Budget:

This is a very important point as this determines if the project will go ahead or not. Low budgets mean you have to adjust the limitations such as unavailability of ????????

Supply chain:

In order to meet the demand within a set deadline, supply of materials is necessary. A project/site manager needs to ensure that supply is ?????????

Price:

Price is an important part of the project. Price is determined by the client and the principle designer. Price is an important part of the project, sale and profit and should be determined after ?????????

Deadline:

Deadline is one of the key aspects that determine how a project is managed. Missing a deadline creates a bad ???????????

Project Team:

Project management techniques are also determined by the challenges faced by a project/site manager which, in turn, depends on the kind of team he ??????????

Inclement weather:

Industrial action:

Pandemic:

**I don’t expect you to include all the above but a lot of it. Remember for the P’s just explain/describe, for the M’s you need to broaden your explanation and give examples etc. There’s loads on Moodle**

**We’ve covered some of P7 so don’t concern yourselves too much about that. We have to be in Room 63 to complete it on Microsoft project. Good luck and chill out and enjoy the weather.**

**For those of you who are attempting the Distinction I’ll sort it out in the next couple of weeks.**