

SCSI Professional Guidance

# Project Execution Plan

Information Paper



**RICS**

the mark of  
property  
professionalism  
worldwide

# Project Execution Plan

## Information Paper

No responsibility for loss or damage caused to any person acting or refraining from actions as a result of the material included in this publication can be accepted by the authors or SCSi & RICS.

Published January 2015

© Society of Chartered Surveyors Ireland (SCSi) copyright in all or part of this publication rests with the SCSi save by prior consent of SCSi, no part or parts shall be reproduced by any means electronic, mechanical, photocopying or otherwise, now known or to be advised.

# Contents

<b>SCSI Information Paper</b>	<b>5</b>
<b>Documents Status Defined</b>	<b>5</b>
<b>Introduction</b>	<b>6</b>
<b>Project Execution Plan</b>	<b>7</b>

## Acknowledgments

This information paper was produced by the Project Management Surveying Professional Group of the Society of Chartered Surveyors Ireland (SCSI). The SCSI would like to thank the following Project Management Professional Group Committee members who contributed to its development.

- Krystyna Rawicz, KRA Visionary Project Partners, Kilcoole, Wicklow
- Derry Scully, Bruce Shaw Partnership, Kestrel House, Clanwilliam Place, Dublin
- Brendan McGing, Brendan McGing & Associates, 1-3 Fitzwilliam Street Lower, Dublin
- Liam Murphy, LJM Quantity Surveyors and Project Management, Bray, Wicklow
- Kevin Sheridan, Independent consultant, Dublin
- Greg Flynn, Davis Langdon, An AECOM Company, 24 Lower Hatch Street, Dublin
- Paul Mangan, Director of Buildings, Trinity College, Dublin
- John White, Schofield Lothian (Ireland) Ltd., Dublin
- Padraig Arthur, Padraig Arthur & Associates, Tullamore, Offaly

## SCSI Information Paper

This is an information paper (IP). Information papers are intended to provide information and explanation to SCSI members on specific topics of relevance to the profession. The function of this paper is not to recommend or advise on professional procedure to be followed by members.

It is, however, relevant to professional competence to the extent that members should be up to date and have knowledge of information papers within a reasonable time of their coming into effect.

Members should note that when an allegation of professional negligence is made against a surveyor, a court or tribunal may take account of any relevant information papers published by SCSI in deciding whether or not the member has acted with reasonable competence.

## Document status defined

SCSI produce a range of standards products. These have been defined in the table below.

Document status defined		
Type of document	Definition	Status
SCSI practice statement	Document that provides members with mandatory requirements of the Rules of Conduct for members	Mandatory
SCSI code of practice	Standard approved by SCSI that provides users with recommendations for accepted good practice as followed by conscientious surveyors	Mandatory or recommended good practice (will be confirmed in the document itself)
SCSI guidance note	Document that provides users with recommendations for accepted good practice as followed by competent and conscientious surveyors	Recommended good practice
SCSI information paper	Practice based information that provides users with the latest information and/or research	Information and/or explanatory commentary



## Project Execution Plan

A project execution plan is a useful exercise that should define how a project is to be undertaken. Given the variety in different construction projects, there may be a variation required from the SCSi Project Execution Plan template, however the following should be considered in most project execution plans.

The information in the project management plan, project plan and business case may be contained in as many documents as needed to suit the scale of the project. A Project Execution Plan may include a single document or on larger projects this may contain a number of separate documents.

Members should be aware of other supplementary professional guidance produced by the SCSi for the project management surveying professional group, with the latest publications available for free member download at [www.scsi.ie](http://www.scsi.ie).



# Project Execution Plan Template



## 1. Information

Project name, reference code, issue number and date of issue

Contents

Name of sponsor

Reference to policies, standards, specifications, health, safety

Project security and privacy

Project policy

Project approvals and authorisation limits and names of those individuals or bodies holding authority



## 2. Definition and Brief

Project Description/Charter

Project Objective(s)

Project Scope

Project Life Cycle

- Conception/Inception
- Feasibility
- Project Authorisation
- Landlord approvals
- Funder investor approvals
- Third party approvals
- Adjoining property issues
- Implementation
  - Detailed design and statutory approvals
  - Procurement
  - Construction
  - Commissioning
  - Snagging
  - Fit out
  - Close out
  - Post occupation

Overall budget

Overall programme





### 3. Organisational Structure Strategy

Project organisation including the core project team members  
 Team organisation  
 Project staff directory  
 Terms of reference for project manager and project team  
 Directory of interested parties including stakeholders



### 4. Risk

Risk identification including investigative works required  
 Risk mitigation  
 Risk monitoring  
 Risk management



### 5. Regulatory compliance

Planning regulations  
 Building control and building regulations  
 Environmental regulations  
 Health and Safety regulations  
 Conservation and heritage  
 Archaeology  
 Utilities  
 Other regulations –  
 including Multi Unit Development Act 2011, Health Acts, Fire Services Act, EU Construction Products Regulations, Local Authority Sanitary Services Acts, Dangerous Structures & Derelict Sites, Road & Traffic Legislation, Statutory licenses , Procedural requirements e.g. EU / public procurement.



### 6. Procurement and contractual arrangements

Design team  
 Construction team  
 Specialists / other consultants  
 Plant and equipment  
 Fixtures, fittings and equipment



## 7. Programme

Key milestone dates  
Approvals and authorisations  
Phased handovers (if any)



## 8. Project strategy controls and constraints

Communications  
Reporting structure  
Document management  
Meetings  
Risk management strategy  
Change management strategy  
Quality management  
Cost management



## 9. Completion Closeout

Handover book  
Completion review  
Operational and maintenance  
Validation  
Post project review

Dating back to 1895, the Society of Chartered Surveyors [www.scsi.ie](http://www.scsi.ie) Ireland is the independent professional body for Chartered Surveyors working and practicing in Ireland.

Working in partnership with RICS, the pre-eminent Chartered professional body for the construction, land and property sectors around the world, the Society and RICS act in the public interest: setting and maintaining the highest standards of competence and integrity among the profession; and providing impartial, authoritative advice on key issues for business, society and governments worldwide.

Advancing standards in construction, land and property, the Chartered Surveyor professional qualification is the world's leading qualification when it comes to professional standards. In a world where more and more people, governments, banks and commercial organisations demand greater certainty of professional standards and ethics, attaining the Chartered Surveyor qualification is the recognised mark of property professionalism.

Members of the profession are typically employed in the construction, land and property markets through private practice, in central and local government, in state agencies, in academic institutions, in business organisations and in non-governmental organisations.

Members' services are diverse and can include offering strategic advice on the economics, valuation, law, technology, finance and management in all aspects of the construction, land and property industry.

All aspects of the profession, from education through to qualification and the continuing maintenance of the highest professional standards are regulated and overseen through the partnership of the Society of Chartered Surveyors Ireland and RICS, in the public interest.

This valuable partnership with RICS enables access to a worldwide network of research, experience and advice.

**[www.scsi.ie](http://www.scsi.ie)**

Society of Chartered  
Surveyors Ireland  
38 Merrion Square,  
Dublin 2, Ireland  
Tel: + 353 (0)1 644 5500  
Email: [info@scsi.ie](mailto:info@scsi.ie)



**RICS**

the mark of  
property  
professionalism  
worldwide