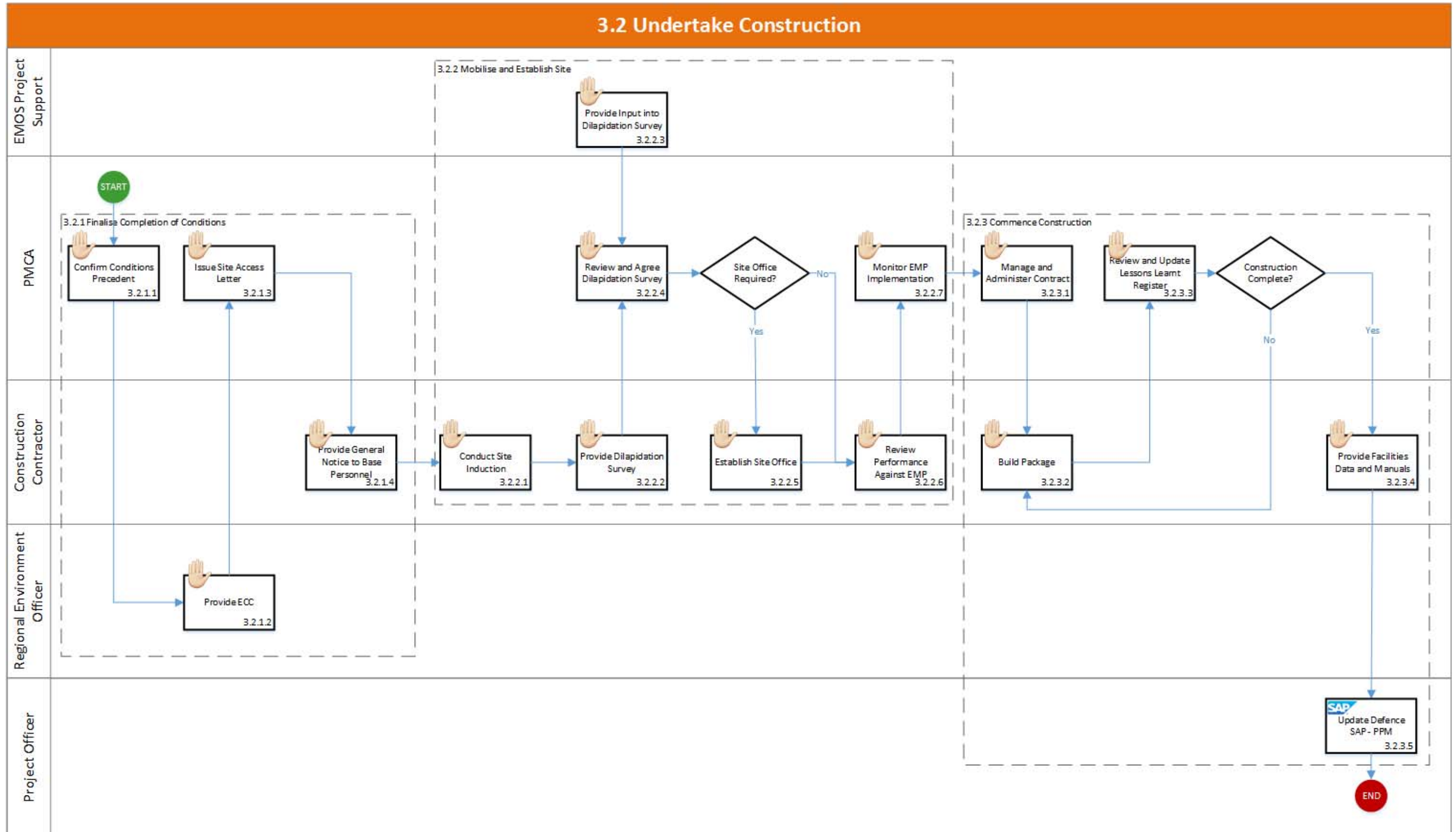


### 3.2 UNDERTAKE CONSTRUCTION

Regular project meetings as agreed in the Contract are to be conducted during the Construction (Delivery Phase) of the Project. This enables appropriate management and administration of the Contracts as well as the Project.



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3.2 Undertake Construction									
Level 3 ID	Level 3 Sub Process	Level 4 ID	Level 4 Activity	System	Description	Responsible (Role)	Documents / Outputs	Indicative timeframe	Business Rule (or other relevant guidance documentation)
		Start							
3.2.1	Finalise Completion of Conditions	3.2.1.1	Confirm Conditions Precedent	Off System	<ul style="list-style-type: none"> <li>Confirm completion of Conditions Precedent Under contractual obligation has been met for PMCA to grant access to the Contractor.</li> </ul>	PMCA			
3.2.1	Finalise Completion of Conditions	3.2.1.2	Provide Environmental Clearance Certificate (ECC)	Off System	<ul style="list-style-type: none"> <li>Finalise the Environmental Clearance Certificate (ECC).</li> </ul>	Regional Environment Officer	<ul style="list-style-type: none"> <li>Environmental Clearance Certificate</li> </ul>		<ul style="list-style-type: none"> <li>Environmental Assessment Report Template</li> </ul>
3.2.1	Finalise Completion of Conditions	3.2.1.3	Issue Site Access Letter	Off System	<ul style="list-style-type: none"> <li>Issue Site Access Letter to Deliver Phase Contractor.</li> </ul>	PMCA	<ul style="list-style-type: none"> <li>Site Access Letter</li> </ul>		
3.2.1	Finalise Completion of Conditions	3.2.1.4	Provide General Notice to Base Personnel	Off System	<ul style="list-style-type: none"> <li>Advise the following base Personnel that construction will commence:                             <ul style="list-style-type: none"> <li>Base Services Manager</li> <li>Regional Planning Liaison Office</li> <li>Base Commander</li> </ul> </li> </ul>	Construction Contractor			
3.2.2	Mobilise and Establish Site	3.2.2.1	Conduct Site Induction	Off System	<ul style="list-style-type: none"> <li>Conduct Site Induction for all Defence personnel required to access the site.</li> </ul>	Construction Contractor		30 Days and Ongoing	
3.2.2	Mobilise and Establish Site	3.2.2.2	Provide Dilapidation Survey	Off System	<ul style="list-style-type: none"> <li>Conduct and Provide Dilapidation Survey.</li> </ul>	Construction Contractor			
3.2.2	Mobilise and Establish Site	3.2.2.3	Review and Agree Dilapidation Survey	Off System	<ul style="list-style-type: none"> <li>Conduct joint inspection between PMCA, EMOS Project Support and Delivery Phase Contractor.</li> </ul>	PMCA	<ul style="list-style-type: none"> <li>Dilapidation Survey</li> </ul>		
3.2.2	Mobilise and Establish Site	3.2.2.4	Provide Input into Dilapidation Survey	Off System	<ul style="list-style-type: none"> <li>Conduct joint inspection between PMCA, EMOS Project Support and Delivery Phase Contractor.</li> </ul>	EMOS Project Support			
		Decision	Site Office Required?						
3.2.2	Mobilise and Establish Site	3.2.2.5	<b>Yes – Site Office Required</b> Establish Site Office	Off System	<ul style="list-style-type: none"> <li>Establish Site Office as required in the contract.</li> </ul>	Construction Contractor			
3.2.2	Mobilise and Establish Site	3.2.2.6	Review Performance Against Environmental Management Plan (EMP)	Off System	<ul style="list-style-type: none"> <li>Monitor own performance against the EMP.</li> </ul>	Construction Contractor			
3.2.2	Mobilise and Establish Site	3.2.2.7	Monitor EMP Implementation	Off System	<ul style="list-style-type: none"> <li>Ongoing monitoring of Delivery Phase Contractor performance against EMP.</li> </ul>	PMCA			
3.2.3	Commence Construction	3.2.3.1	Manage and Administer Contract	Off System	<ul style="list-style-type: none"> <li>Manage Variations and Claims</li> <li>Conduct Regular Project Management Meetings as agreed in Contract</li> </ul>	PMCA		Ongoing	
3.2.3	Commence Construction	3.2.3.2	Build Package	Off System	<ul style="list-style-type: none"> <li>Construct Facilities.</li> </ul>	Construction Contractor			
3.2.3	Commence Construction	3.2.3.3	Review and Update Lessons Learnt Register	Off System	<ul style="list-style-type: none"> <li>Review existing lessons learnt and update register with new lessons learnt. This should be done via the PMCA in a letter via email to key stakeholders.</li> </ul>	PMCA	<ul style="list-style-type: none"> <li>Lessons Learnt Register</li> </ul>		<ul style="list-style-type: none"> <li>Lessons Learnt Guidance</li> </ul>
		Decision	Construction Complete?						
3.2.3	Commence Construction	3.2.3.4	<b>Yes – Construction Complete</b> Provide Facilities Data and Manuals	Off System	<ul style="list-style-type: none"> <li>The data needs to be supplied in the appropriate format for loading in to the system and to allow activation of the EMOS Contracts.</li> </ul>	Construction Contractor	<ul style="list-style-type: none"> <li>Manuals</li> </ul>		

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3.2 Undertake Construction									
Level 3 ID	Level 3 Sub Process	Level 4 ID	Level 4 Activity	System	Description	Responsible (Role)	Documents / Outputs	Indicative timeframe	Business Rule (or other relevant guidance documentation)
3.2.3	Commence Construction	3.2.3.5	Update Defence SAP - PPM	Defence SAP – PPM	<ul style="list-style-type: none"> <li>Ensure all relevant documents are archived and objective links are added to the “Undertake Construction” Checklist.</li> <li>Ensure all Checklist Items and Tasks in the “Undertake Construction” Checklist are up to date (including Forecast and Actual dates) and marked as complete.</li> <li>Change the status of the “Undertake Construction” Checklist to ‘Complete’.</li> <li>Update forecast dates for “Transition” Phase.</li> <li>Release “Transition” Phase.</li> </ul>	Project Officer		1 Day	<ul style="list-style-type: none"> <li>Project Management ILT – <i>Topic 4 – Managing Project Phases</i></li> <li>Project Management ILT – <i>Topics 6 to 8</i></li> <li>Project Management ILT – <i>Activity 10.1 – Creating Object Links</i></li> <li>Project Management ILT – <i>Activity 7.2 – Completing a Task through the Project Detail Screen and the Tasks menu item</i></li> </ul>
		End							