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# value engineering study report



A Value Engineering (VE) study report documents the findings and recommendations of a VE study, a systematic process aimed at improving the value of a project by analyzing its functions and costs. [↗](#)

Here's a breakdown of what typically goes into a VE study report:

## 1. Executive Summary:

- Provides a concise overview of the project and the VE study's main findings and recommendations.
- Highlights the key value improvements and potential cost savings identified. [↗](#)

## 2. Background and Introduction:

- Describes the project, its scope, and objectives.
- Explains the purpose and timing of the VE study.
- May include a brief history of the project and the reasons for conducting a VE study. [↗](#)

## 3. Value Engineering Methodology:

- Explains the VE process and Job Plan followed, including the phases of the study (e.g., Information, Function Analysis, Creative, Evaluation, Development, Presentation).
- Describes the techniques and tools used during the study, such as Function Analysis System Technique (FAST). [↗](#)

## 4. Workshop Participants and Project Information:

- Lists the VE team members and their roles.
- Provides information on the project team and stakeholders involved.
- Includes relevant project documents and data used during the study. [↗](#)

## 5. Function Analysis:

- Explains the functions of the project or its components using a two-word active verb/measurable noun context.
- May include a FAST diagram to visually represent the functions and their relationships. [↗](#)

## 6. Creative Phase and Alternatives:

- Describes the brainstorming process and the generation of alternative solutions for performing the identified functions.
- Presents a list of all generated ideas and alternatives. [↗](#)

## 7. Evaluation and Selection:

- Explains the criteria and methods used to evaluate the generated alternatives (e.g., cost-benefit analysis, life cycle cost analysis).

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- Presents the VE team's recommendations for improving the project based on the developed alternatives.
- Details the actions and resources needed to implement the recommended changes.
- May include a schedule for implementation and a plan for monitoring the results. [↗](#)

#### 10. Cost Analysis:

- Presents the estimated costs associated with the original design and the proposed alternatives.
- Highlights the potential cost savings and value improvements resulting from the recommended changes. [↗](#)

#### 11. Presentation and Appendices:

- May include a summary of the presentation of the VE study findings to stakeholders.
- Provides supporting documents and materials, such as the agenda, sign-in sheets, and presentation slides. [↗](#)

#### Important Considerations:

- **Clarity and Conciseness:** The report should be easy to understand and avoid technical jargon.
- **Persuasiveness:** The report should effectively communicate the benefits of the VE study and the value of the recommended changes.
- **Visual Aids:** Charts, tables, diagrams, and other visuals can be used to enhance understanding and engagement.
- **Actionable Recommendations:** The report should provide clear and specific recommendations that can be easily implemented. [↗](#)

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