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| **Project Information** | |
| Project Name: | Consultancy for Design, Preparation of Bid Documents & Evaluation of Bids for the Proposed Construction of 400 MLD Capacity Seawater Reverse Osmosis Desalination Plant at Perur along East Coast Road, South of Chennai, Tamil Nadu and Construction Management & Supervision for the Proposed Desalination Plant and its Product Water Conveyance Pipeline from the Plant and up to Porur and all allied works. |
| Project Number: | 7061563 |
| Date of Award: | 9th January 2020 |
| Due Date for Completion: | 8th January 2027 |
| Client Organisation: | Chennai Metropolitan Water Supply and Sewerage Board, Chennai, Tamil Nadu |
| Client Address / Contact Details | Chennai Metropolitan Water Supply and Sewerage Board (CMWSS Board), No. 1, Pumping Station Road, Chintadripet , Chennai -600002, India |
| Opportunity Number  *(If applicable)*: | 16100912 |
| Project Fee Value: | INR 633,741,947 ( SMEC Intl. Pvt Ltd- USD 65,10,243 & SMEC India USD 8,69,642 & INR 11,10,20,600) |
| SMEC Project Manager | Younis Bhatt |
| SMEC Project Director | Srinivasarao Sunkerla |
| Brief Project Description | Construction of 400 MLD Capacity Seawater Reverse Osmosis Desalination Plant at Perur along East Coast Road, South of Chennai, Tamil Nadu and Construction Management & Supervision for the Proposed Desalination Plant and its Product Water Conveyance Pipeline from the Plant and up to Porur and all allied works. |

*Instruction:*

1. *Minimum mandatory requirement is to address each of the PMP Components listed below (some subcomponents may not be applicable).*
2. *Insert typed location e.g. Q:\Projects\30031202\PMP\OHS Plan. Do not type “here” or similar meaningless text. This may be hyperlinked.*
3. *Insert additional lines as required.*
4. *Notes are for guidance only and may be deleted after use.*

| **PMP Component** | **Subcomponent** | **Location or Comments\*\*** |  | **Notes** | **Mandatory** |
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| Safety Plan |  |  |  |  | **Y/N** |
|  | *Project Office / Site OH&S plan (if required)* |  |  | *Separate Safety Plan is only required if working outside of an established SMEC Office with and established Safety Plan. If working in an established office type (Not Required)* | **Y1** |
|  | JSA/SWMS *(if required)* |  |  | *Even if working from an existing office SWMS will be required for site investigations and site visits* | **Y2** |
| Scope of Work |  |  |  |  |  |
|  | Project Brief / Terms of Reference / Proposal |  |  | *Insert location of Project Brief, Terms of Reference (TOR), Request for Proposal (RFP) and/or Proposal (as relevant)* | **Y** |
|  | Work Breakdown Structure |  |  | *List of detailed tasks to be undertaken in to complete the project scope. To be used for task allocation, budget and program purposes. Optional here - may be developed as part of the Deliverable Program or Budget (See Below)* | **Y** |
|  | Issues / Action Register |  |  | *Template used to establish list off issues to be resolved. At the commencement of the Project the PM may use this register to log any questions arising from the review of the TOR and Proposal and in the Project Planning. Some of these issues may lead to scope changes or variations through the course of the project.* | **N** |
|  | Scope Change / Variation Register |  |  | *Template used to track changes to the scope of the project that will (or are likely) to result in additional costs or additional time on the project.* | **N** |
|  | Other |  |  | *Insert other information documents that may be relevant including technical standards, design criteria and other as relevant. Project inputs may be listed and reviewed under quality heading and deliverables and milestones may be listed and reviewed under the deliverable program (See Below)* | **N** |
| Project Program |  |  |  |  |  |
|  | Milestone Dates (based on Deliverables) |  |  | *List of milestone dates, aligned with deliverables* | **Y** |
|  | Project Schedule / Program |  |  | *Time schedule / Gantt Chart aligned with Work Breakdown Structure* | **N** |
| Project Budget |  |  |  |  |  |
|  | Cost Budget |  |  | *From Proposal or Contract, Epicor Enterprise Online Project Plan (may be fully established in Epicor and therefore not required in the PMP)* | **Y3** |
|  | Project Revenue and Billing Schedule |  |  | *Monthly or Milestone Billing* | **N** |
|  | Budget Summary |  |  | *Summary of overall project revenue, costs and contribution margin* | **N** |
|  | Other |  |  | *Depending on the complexity of the project the PM may establish other cost tracking tools e.g. Earned Value or Forecasting Tools… if required* | **N** |
| Mobilisation and Organisation of Staff |  |  |  |  |  |
|  | Personnel Schedule and Training Assessment |  |  | *Key project personnel, roles and responsibilities should be defined. It is a requirement to assess if the nominated personnel have the appropriate qualifications and skills or if training is required.* | **Y** |
|  | Mobilisation Plan |  |  | *For larger more complex projects a detailed schedule of all staff may be maintained including contact details, mobilisation date, hardware and software requirements, travel, accommodation, per diems and allowances and other details relevant to the project.* | **N** |
|  | Other |  |  | *Organisation charts, Inductions, Job Descriptions, Task Assignment Forms, Delegations and other (if required, otherwise delete row)* | **N** |
| Quality Planning and Procedures |  |  |  |  |  |
|  | Input Data Review Register |  |  | *Input Data Review Register (Review suitability of incoming data and distribution) - includes Previous Reports, Survey Data, Geotechnical Data, Client Supplied Information* | **Y** |
|  | Output Review Verification Register |  |  | *Output Review Register (or various output control documentation including report register, drawing register, specification register, work review and verification register, calculation checks)* | **Y** |
|  | Verification Schedule |  |  | *For Design Projects (in particular) peer reviewers or verifiers are to be identified for each significant design element. The timing or stage that the reviews are to be done should also be identified.* | **Y4** |
|  | Other Quality Management Records Register |  |  | *Audit Schedules, Drawing Registers, Report Registers, Correspondence Registers, Checklists and other process procedures need to be adopted (from existing SMEC procedures) or developed as necessary. Refer also to Project Specific Sub-Plans and Procedures (below)* | **N** |
| Risk Management |  |  |  |  |  |
|  | Risk Identification, Analysis and Management Plan |  |  | *Risk Management Spreadsheet. Includes identification, assessment, and mitigation. Should be updated from risk assessment undertaken during the opportunity phase (if applicable). The Issues Register may be used for managing risks on smaller less complex projects.* | **Y5** |
| Procurement |  |  |  |  |  |
|  | Procurement Plan |  |  | *Usually only required where significant purchasing (usually on behalf of the client) is being undertaken including Contractors to undertake construction work. Project Specific plans and procedures would be required for procurement in these circumstances* | **N** |
|  | Sub consultant Agreements |  |  | *List location of sub consultant agreements. Should also be uploaded into the Contracts and Corporate Documents Library. All sub consultants are to have a sub consultancy agreement in place prior to commencing work* | **Y6** |
| Communications and Records Planning |  |  |  |  |  |
|  | Communication Directory |  |  | *Minimum mandatory requirements include listing key client contacts and establishing primary points of contact between the Client and SMEC. The directory may also list other key project stakeholders.* | **Y** |
|  | Project Communications Protocol |  |  | *In addition to primary points of contact the communication protocol may establish types of communication and correspondence to be used, templates and forms, meeting schedules, reporting requirements etc.,.* | **N** |
|  | File Structure and Document Control |  |  | *For larger projects involving significant volumes of documentation (correspondence, reports, drawings, calculations etc.) the PM should determine file structure, unique document numbering and document management systems for the project. This may need to be done in conjunction with the client and document management systems may be shared on the project.* | **N** |
| Environment Management |  |  |  |  |  |
|  | Risk Identification, Analysis and Management Plan |  |  | *Environmental Assessment Spreadsheet (Minimum Assessment Requirements unless it is determined an Environment Management Plan is required). The standard Risk Management Spreadsheet may also be used.* | **Y** |
|  | Environmental Management Plans |  |  | *A number of project will require SMEC to produce specific Environmental management Plans and Strategies for Design and/or Construction. Inputs from SMEC’s Environment Group are likely to be required if this is the case.* | **N** |
| Project Specific Requirements and Manuals |  |  |  |  |  |
|  | Register of Project Specific Requirements and Manuals |  |  | *Use the register to list any other procedures or registers that may be required (e.g. design process flow chart, safety in design register, contract administration procedures etc.)* | **N** |

\*\* Use templates in defined tab or provide alternative document or location where mandatory. Insert "Not Applicable" where not needed and not mandatory.

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| Y1 Mandatory where work is done in a new project office | Y3 May be established in Epicor in lieu of in this document | Y5  The Issues Register may be used for managing risks on smaller or less complex projects. |
| Y2 Mandatory where work is done outside of the office | Y4 Mandatory for design projects | Y6 Mandatory for any project where there is a sub consultant engaged to undertake the work |

PMP prepared by:

Date: