

**TEKNOLEDGE SHARED SERVICES-SRI LANKA**

**OPR FOR CONSTRUCTION PROJECTS – SRI LANKA (FARMS)**

SUBJECT	CONSTRUCTION PROJECTS – SRI LANKA (FARMS)
RECORDER (NAME & DESIGNATION)	KAVINDI UDARA – ASSISTANT MANAGER - ADMINISTRATION
REVIEWED BY (NAME & DESIGNATION)	NADEEKA DARSHANI - SENIOR MANAGER - ADMINISTRATION
CREATED DATE	18 <sup>th</sup> MAY 2021
LAST MODIFICATION DATE	18 <sup>th</sup> MAY 2021
NUMBER OF PAGES INCLUDED IN THE DOCUMENT	10

**Table of Contents**

1	Objective.....	2
2	Drawings.....	2
3	Location (in farm map).....	2
4	Approval for construction requirement .....	2
5	Quotations.....	4
6	Quotation Comparison.....	4
7	Approval for construction budget.....	5
8	Project timeline according to milestone. ....	5
9	Budget Breakdown .....	6
10	Project responsible team. ....	7
11	Annexure.....	8
11.1	Sample Format – Project Proposal .....	8

## **1 Objective.**

To improve the efficiency, accuracy and reliability of the construction projects and ensure all the construction projects are completed within the given timeline in Sri Lanka.

## **2 Drawings.**

Each construction project should be consisting with a proper drawing elaborating the requirement and allocated space required. This should be created by the authorized person from the farm and should include all the relevant data in a picture format.

The main determination of requesting a proper drawing is to get the visual identification of the requirement and analyze the space availability. This will be advantageous to utilize the 100% space which are isolated in the farm premises. Moreover, management can make decision on the production capacity based on the depth of the construction (if the space available for increase the production)

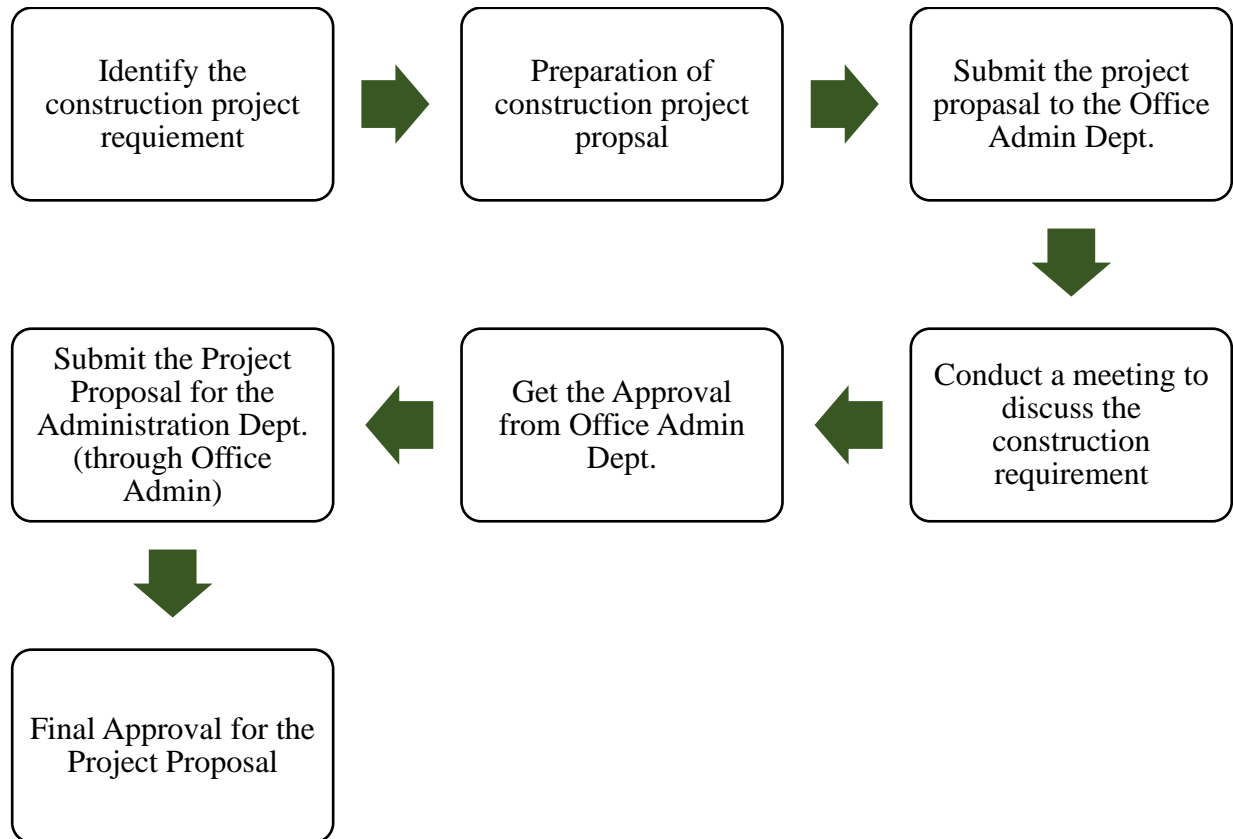
## **3 Location (in farm map)**

Construction project should be identified using the Farm Map and authorized personnel should include the relevant area using the map. Farm Manager is responsible to identify the requirement according to the Farm Map and can be able to provide the accurate details with relevant to that. In such extent, it will be a responsibility of the Farm Manager to provide the accurate Mapping of the construction site of the Farm,

The purpose of this requirement it to identify the location capacity and provide the accurate details of the construction area for the Management in order to make productive decisions.

## **4 Approval for construction requirement**

Each construction project should consist with a project proposal where it describe the main purpose and outcome of the relevant construction project. Without the said project proposal Office Admin / Admin should not proceed with the construction project.



In this process it is important to make discussion on the required construction project, so that before calling for quotation it is important to discuss with the Administration Dept. and Finance Dept. From the Administration end, analysis part done by considering the project proposal and identify the cost and benefits accordingly. After that Finance Dept. provide the current projects and pending projects of the organization, based on that they will conform the availability of the cashflow to release funds.

Construction Project Initiation Meeting should be consisting with following areas;

<b>Meeting Name</b>	Construction Project Initiation Meeting
<b>Participants</b>	Farm Management/Office Admin Dept./Administration Dept/Finance Dept.
<b>Documentation</b>	Project Proposal – Farm Management Cashflow/Fund Availability – Finance Dept.
<b>Discussion areas</b>	<ul style="list-style-type: none"> <li>Requirement of the project – discuss the scope and urgency of the suggested project</li> </ul>

	<ul style="list-style-type: none"> <li>• Impact to the business operation from conducting or not conducting the project (cost and benefits)</li> <li>• Required funds and fund availability (match the gap)</li> <li>• Suggestion for alternatives and cost effective methods</li> <li>• If the project got the initial approval through the meeting discuss the estimated timeframe of the completion</li> </ul>
--	---

## 5 Quotations

In order to move forward with the initial step of the construction project, it is required to be call for quotation within a given timeframe. Quotation plays a major role in the construction project, where it will provide the accurate cost with relevant to the estimated budget. In this process Management can make decision to have cost effective quotation to minimize unnecessary cost and safe the financials of the organization.

Office Admin Department is responsible for calling quotations with the given time frame and submit the quotation details to the Administration Dept. within the time period to make corrective decision and select the best quotation with quality materials.

## 6 Quotation Comparison

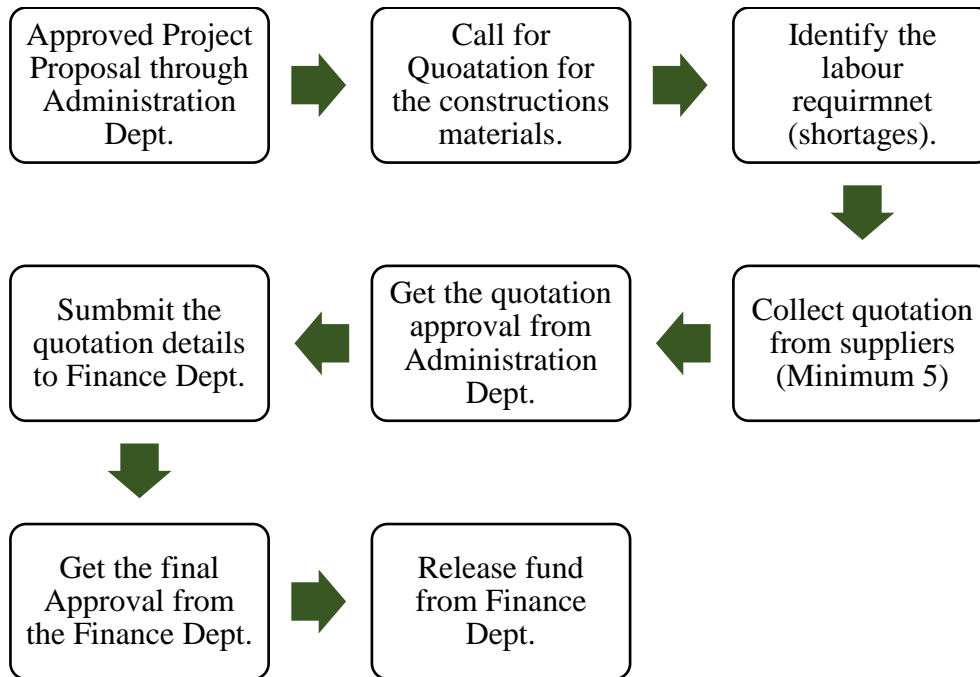
Before seeking for the approval relevant project should call at least 4 – 5 quotation (mass construction projects) in order to have a proper comparison.

The main objective of this comparison is to reduce unnecessary cost and complete the relevant project with a cost-effective manner. With having different quotations from different suppliers will be able to provide the actual cost in the market for the respective materials. This will enhance the information accuracy and the reduce drawbacks of making effective and efficiency decisions.

Based on the quotation management take initiatives to approve or reject the project, as the quotation comparison

## 7 Approval for construction budget

Each construction consists with its unique budget and the figures need to justify on the project proposal considering the requirement of each stage of the project.



## 8 Project timeline according to milestone.

The authorized personnel should be responsible to identify each milestone of the project within the given timeframe.

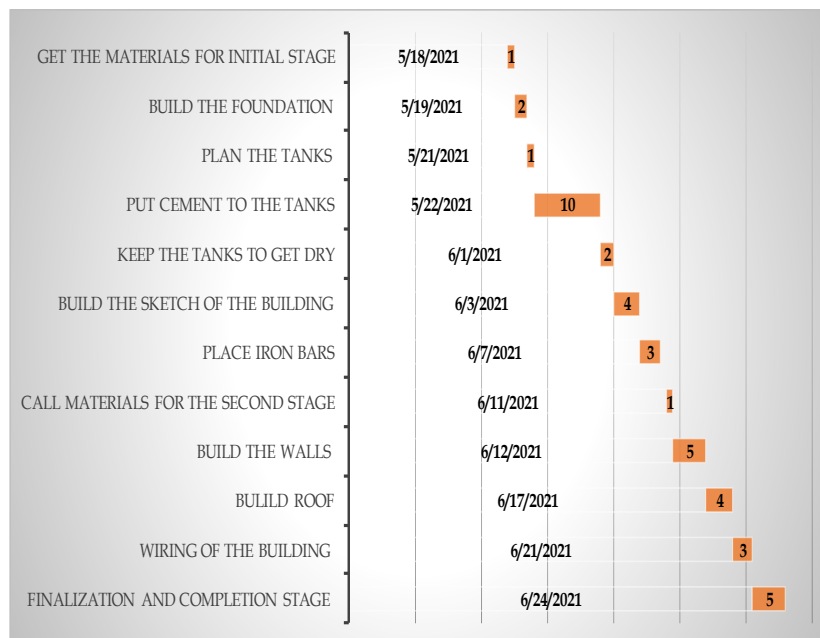
Timeline is an important part of any construction project. In order to complete relevant projects without any delay it is important to identify each milestones of the relevant timeline. Purpose of identify the timeline according to the milestones is to complete the project on time without drag the projects. Dragging projects will certainly make negative impact to the organizational performance.

Following is a simple example of creating milestone according to the project scope. This can be change according to the depth of the relevant project. This will help to visualize the project

milestones and will be able help the Office Admin Dept and Administration Dept to get a clear idea of completion of the project.

## EXAMPLE MILESTONES FOR CONSTRUCTION PROJECT

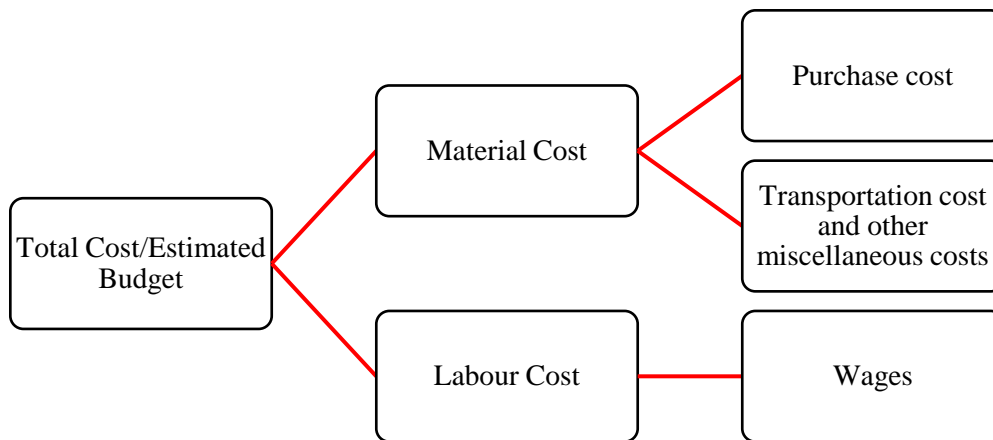
Tasks/Activities	Start Date	Number of Days
Get the materials for initial Stage	5/18/2021	1
Build the foundation	5/19/2021	2
Plan the tanks	5/21/2021	1
Put cement to the tanks	5/22/2021	10
Keep the tanks to get dry	6/1/2021	2
Build the sketch of the building	6/3/2021	4
Place iron bars	6/7/2021	3
Call materials for the second Stage	6/11/2021	1
Build the walls	6/12/2021	5
Bulild roof	6/17/2021	4
Wiring of the building	6/21/2021	3
Finalization and completion stage	6/24/2021	5



## 9 Budget Breakdown

Under initial request of the project, it is important to elaborate the budget breakdown consisting each considerable highlighted area of the relevant project.

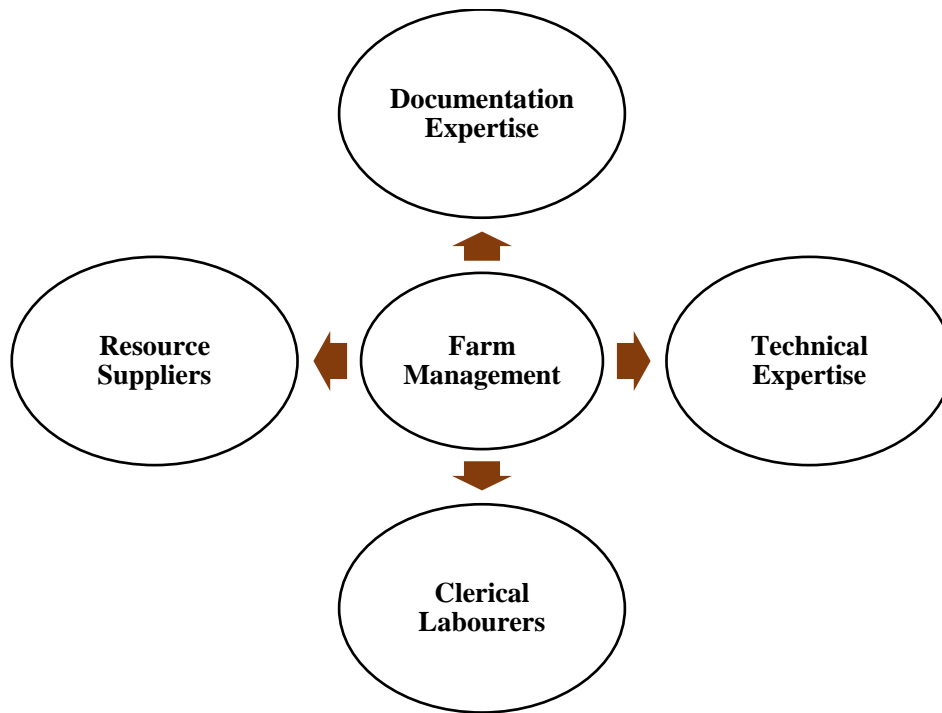
When considering construction project, it is important to identify the breakdown of the budget. This will provide necessary details to identify each stage cost allocation and high cost which are allocated to specific task. Referring to this breakdown management can decide to reduce unnecessary cost relevant to each stage.



## 10 Project responsible team.

Within the given project proposal, the authorized personnel should assign a project responsible team considering the depth and purpose of the relevant project. This should be mentioned on project proposal elaborating the duties and other specific task that the relevant person/team should perform.

Farm Manager should take the initiatives of the projects and assigned each individual respecting to the depth of the task. Main purpose of executive a responsible team is to, delegating authority for the individuals and make the project successful with the given timeframe.



## 11 Annexure

### 11.1 Sample Format – Project Proposal

TEKNOLEDGE SHARED SERVICES-SRI LANKA PROJECT PROPOSAL	
Created/Requested By (Name and Designation)	[Name and the Designation of the person who created the project proposal]
Created Date	[Created date of the project proposal]
Location / Farm	[Name and address of the farm] Example – Tropical Fish International (PVT). Ltd - Wadduwa Farm No 28, M.E. Cooray Mawatha, Wadduwa, Sri Lanka.
Project Name	[Name of the relevant project]



Summary of the Project	[Provide a summary for the relevant project. This should include what is this project for and status of the requirement – the criticalness.]
Objectives of the project	[This section mainly concerns on the objective of the entire project]
Authorized/Responsible Individuals and Designation	[in this section creator should identify the responsible individuals for each task of the project. Considering the initial stage of the relevant project, creator should mention each and every individual with their respective designation.
Duration of the project	<p>[In this section the creator should justify the relevant duration of the said project.</p> <p>Under this section creator of the project should identify the urgency of the relevant project and identify the project milestones for each subtask]</p> <p><b>*Note</b> – Please refer the given <b>Excel Sheet</b> to identify and create milestones according to the project. This format can be use as a sample and based on the requirement creator can make any adjustments accordingly</p>
Priority Issue/Concern	[In this section creator should identify the priority issue occurred to this project. Moreover, this section should include the reason of occurring the issue, scope of the issue and the impact of the issue for the business operation]
Outcome of the project	[list down all the outcome of the project after the completion – this may include benefits for the organization operations]
Activities of the Projects	[Should list down all the main tasks and subtasks separately in this section. All the activities should be justified according to the scope of the relevant project and depth of each task should be elaborate separately]
Action Needed	[suggest the separate actions needed to take and taken in to consider in order to make the relevant project successful. Creator can assign relevant individuals who are responsible to complete specific actions in this section]

Estimated budget of the project	[In this section creator can mention estimated budget for the project or if the budget cannot estimate by the creator's side, then he/she can mention – “Considering the scope of the project budget escalated to the Office Admin Dept.”]
Annexure	[Creator should attach important supported documents which are relevant to the project – pictures, maps, sketches (drawings), etc. Those annexures should list down properly with the brief description]