

Project Execution Conventions

1. Documentation & Naming

- Follow **standardized naming** (e.g., ProjectCode-Discipline-Type-Revision).
 - Include **document status** (e.g., *For Review*, *For Construction*, *As-Built*).
 - Use **version control** (R01, R02, etc.).
 - Clearly identify **author**, **checker**, and **approver**.
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2. Schedule Management

- Establish a **baseline schedule** and track deviations.
 - Use a structured **Work Breakdown Structure (WBS)**.
 - Define **critical milestones** and monitor progress.
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3. Design and BIM Coordination

- Apply the **BIM Execution Plan (BEP)**.
 - Maintain a **federated coordination model** for clash detection.
 - Document **coordination meeting outcomes** and resolutions.
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4. Procurement & Submittals

- Enforce **technical compliance** in supplier submittals.
 - Approve all documentation via **document control**.
 - Track **procurement milestones** and **delivery schedules**.
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5. Quality Assurance & Inspection

- Implement **Inspection Test Plans (ITPs)**.
 - Record **inspections, tests, and non-conformance reports (NCRs)**.
 - Use **checklists** during execution phases.
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6. Health, Safety & Environment (HSE)

- Conduct **mandatory safety inductions** and **toolbox talks**.
 - Enforce **PPE requirements** and **safety signage**.
 - Record **incidents, near-misses**, and apply **corrective actions**.
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7. Communication & Reporting

- Use a **RACI/RASCI matrix** to clarify stakeholder roles.
 - Hold regular **progress meetings** with **action logs**.
 - Ensure all communication is **traceable and archived**.
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8. Change Management

- Log all changes in a **Change Request Log (CRL)**.
 - Assess impact on **scope, cost**, and **schedule** before approval.
 - Maintain a **record of all approved changes**.
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9. Document Control

- Use a centralized **Document Management System (DMS)**.
 - Apply **consistent metadata** and **revision history**.
 - Ensure documents are **categorized** and **traceable**.
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10. Project Closeout & Handover

- Compile all deliverables into a **handover dossier**.
- Include **as-built drawings, certificates**, and **O&M manuals**.
- Complete **punch lists** and obtain **client sign-off**.