NAME: Ajayi eniola Christopher

Matric: 18/eng02/016

Dept: computer engineering

The scope work details

DELIVERIABLE: This project it an unique project that will take time to execute but with your help and support this project will be executed as soon as possible first we need blocks, and for it to be deliverable we need a lot of workers that are ready to work and with the approval of the founder and financial support it will executed as soon as possible

Timeline: with all equipment brought on time, building will commence. And the order of the equipment as already been shipped so worker will commence demolition of the building that are not needed. the extension of the building will commence. Time duration should be about 3month plus because of the complexity of the building, starting in month of January and ending in the month of April so with your help and support we will reach our goal

Milestone: part of the project will be mange by the civil engineer blocks and cementing will be managed separately, electricity will be managed separately and furnishing , pillars , will be managed separately so practically the work load as be shared so that the project will be executed well

Report: report will be issued on a weekly basis on how far we have gone and what we also need for the building and report concerning the works and the supervisors will be reported

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| Week  works | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| pre-Analysis phase |  |  |  |  |  |  |  |  |  |  |  |  |
| Feasibility study |  |  |  |  |  |  |  |  |  |  |  |  |
| Project proposal |  |  |  |  |  |  |  |  |  |  |  |  |
| Detailed study and analysis |  |  |  |  |  |  |  |  |  |  |  |  |
| Initial prototype |  |  |  |  |  |  |  |  |  |  |  |  |
| Mid-term defence |  |  |  |  |  |  |  |  |  |  |  |  |
| Implementation of system |  |  |  |  |  |  |  |  |  |  |  |  |
| Testing |  |  |  |  |  |  |  |  |  |  |  |  |
| Documentation of project work |  |  |  |  |  |  |  |  |  |  |  |  |
| Final defence |  |  |  |  |  |  |  |  |  |  |  |  |

Human Resources

1. Role analysis
2. Role specification
3. Workforce planning
4. Recruitment and selection of temporary and permanent staff as required
5. Training and development
6. Performing management
7. Compression
8. Legal issues
9. Managing employee benefits and compensation
10. Evaluating performance
11. Communicating with employees
12. Resolving dispute
13. Ensuring equal opportunities
14. Making sure staff facilities are suitable and well-maintained

What is BEME?

Bill of **Engineering** Measurement and Evaluation (**BEME**) also referred to as 'Bill'; is a tool used before, during and post-construction to assess and value the cost of construction works.

Defect Liability?

During the **Defects Liability** Period, the Contractor has to obey all written instructions from the **Engineer** to carry out repairs and fix any **defects** which appear in the Permanent Works, so that, at the end of the **Defects Liability** Period, the Permanent Works are in the condition required by the Contract.

What is project life cycle?

A **project life cycle** is the sequence of phases that a **project** goes through from its initiation to its closure. ... The **project lifecycle** can be defined and modified as per the needs and aspects of the organization.

What is EIA?

Environmental Impact Assessment (EIA) is a process of evaluating the likely environmental impacts of a proposed project or development, taking into account inter-related socio-economic, cultural and human-health impacts, both beneficial and adverse.

Explain why the site was secured?

**1. Implement a signing in and signing out procedure**

So you know who is on site, and who isn't. Every person on your site needs to be accounted for if there is a fire or other emergency. This also means that at the end of the shift, you know when everyone has signed out and can check the site is secure.

**2. Use badges or hard hat stickers**

Badges and hard hat stickers can be used to quickly visually identify authorised personnel on site. This makes it easier to know who is supposed to be there, has been inducted, and is safe on site.

**3. Secure the perimeter**

Ensure the site perimeter is secured with 2m high fencing to prevent access to children. Look out for gaps underneath, particularly where the ground is uneven.

**4. Display signage**

Fences alone are not enough to warn people of the dangers. Do they know why their usual route home is blocked with a barrier? If not they might just be tempted to jump over and cut through. Make sure you clearly display danger and warning signs around the perimeter.

**5. Secure and monitor entrances**

Ensure unauthorised people are prevented from accessing the site by securing and monitoring entry points. If anyone can walk onto the site without being challenged, it makes it easier for unauthorised visitors to gain access.

**6. Explain security procedures**

Ensure authorised persons are fully inducted and understand the site security procedures and controls. If gates need to be kept locked, or barriers need to remain in place, make sure everyone knows. Keep security procedures enforced throughout the project.

**7. Supervise visitors**

Ensure visitors are supervised at all times on site. These are not unauthorised people, but they also may not fully understand the hazards or security procedures.

**8. Ask questions**

You might not always know if someone is unauthorised, or just new. A delivery driver looking for the site office, an employee of the architect, or a friend of the client. Question any person you suspect to be a trespasser and escort them off-site if they are not authorised.

**9. Lock up**

Lock access gates after normal working hours and any time the site is left unoccupied. Remember, an unlocked gate is like having no gate at all.

**10. Shut down**

Take extra precautions if the site is left unoccupied over weekends or holidays, such as CCTV or security patrols if needed.

**11. Extra precautions**

Take extra precautions if the site is located in a heavily populated area or close to a school. You should also take extra precautions if your site is within an occupied building such as school or hospital, to segregate the works area from the adjacent land uses.

**12. Remove access**

Remove access ladders from excavations and scaffolds out of hours. Ladders can give unauthorised people, especially children, and an exciting challenge to access areas they otherwise would not be able to. Remove anything that might be tempting.

**13. Barrier off**

Barrier off or cover excavations, pits and edges when out of use. Falling into trenches is a real hazard to trespassers, who are not aware of where excavations are, especially in the dark.

**14. Immobilise**

Immobilise all vehicles and plant when out of use and left unattended. Never leave keys with mobile plant, equipment and vehicles.

**15. Lock up**

Even when immobilised, lock vehicles and plant within a secure site compound and out of view if possible. You don't want trespassers vandalising, abusing or stealing things from important equipment.

**16. Out of sight**

Speaking of keeping things out of view, power tools, materials and equipment should also be stored securely out of sight. Anything that could be tempting to thieves should be kept out of sight from the site perimeter.

**17. Secure substances**

Lock away hazardous substances within secure storage units designed for that purpose.

**18. Stack safely**

Ensure building materials are safely stacked and stored so that they can't topple over. Or be easily knocked over.

**19. Watch the weather**

Consider wind and other weather events and make sure your site stays safe and secure when you are away. If a storm hits, will your scaffold stay in place, will your barriers remain secure?

**20. Maintain**

Regularly check perimeter hoarding or fencing to ensure it is intact and secure. Don't let things slide as the project progresses, maintain your security procedures from start to finish.