



# Project Execution Plan (Client Generic)

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**“CLIENT PROJECT”**  
**Project, Construction & Design Management (PCDM)**

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IPS Project No.: 9000  
Document No.: 9000-0110-006-001  
Revision: 0  
Date: 15-01-2010

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IPS Consulting Services – Generic Project Execution Plan  
9000-0110-006-001



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Date:	15 January 2010	Date:	15 January 2010

### REVISION STATUS:

Revision No.	Description of Revision	Date	Approved
A	IPS Implementation	22 August 2008	GFM
0	IPS Revision	15 January 2010	GFM

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DISTRIBUTION CONTROL	
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1	IPS Project File:\ IPS Projects 9000 \ 0110 \ 006 \ 001
2	IPS Senior Project Manager – TBA
3	“CLIENT” - Client Representative – TBA
4	IPS Construction Manager – TBA
5	IPS Project Services Manager – TBA
6	IPS SHE Manager – TBA
7	Principal Contractor Site Manager – TBA

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## DOCUMENT ISSUE - STATUS RECORD

## Document: Project Execution Plan

A revised copy of this record should be received with each complete document issue.



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### 1.0 INTRODUCTION

#### 1.1 BACKGROUND

This Project Execution Plan (PEP) outlines the Project Construction and Design Management Systems and Processes to be implemented by IPS Management Team, on behalf of "CLIENT", for the successful completion of the "CLIENT" Project.

This PEP utilizes and integrates with other IPS Project Standard Procedures, Forms, Manuals and Systems.

"CLIENT", proposes to expand ..... *title of project and location*.

This will incorporate; ..... *outline description of project incl. new works / upgrade of existing works / and "tie in" or interconnecting works.*

*Brief description of proposed Project Management Team relationship ie IPS / "CLIENT" / Primary Contractor(s).*

#### 1.2 PCDM SCOPE & PROJECT OBJECTIVES

##### 1.2.1 PCDM Scope

The Project, Construction and Design Management (PCDM) scope of services is fully defined as per Contractor Services Agreement (Contract No XXXX, dated) between Integrated Project Solutions (IPS) and "CLIENT". In summary, the project scope includes:

Management of Engineering scopes / detail design (by others),  
Safety, Health & Environment (SHE) management, planning and interface with "CLIENT" requirements,  
Employee relations & industrial relations management, planning and interface with "CLIENT",  
Contract tendering, award and management. Purchase order issue and management,  
Equipment and material procurement and expediting,  
Cost control & management reporting,  
Schedule control & reporting,  
Construction management,  
Commissioning management,  
Performance acceptance testing, and  
Hand-over to "CLIENT" Operations

##### 1.2.2 Project Objectives

Project specific objectives include:

Complete the Project works with zero LTI's or MTI's,  
Complete the Project in accordance with Safety, Health and Environmental Guidelines,  
Earthworks, civil, structural, mechanical, piping, electrical, control etc, quality results to meet the Project Specification requirements,  
Project cost at completion within CEA budget,  
Complete construction in line with the approved Project Schedule, and minimal interruption to the "CLIENT" operations and maintenance activities.



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IPS is responsible for the Project, Construction and Design Management of the Project, establishing and monitoring overall site safety, and delivering the project to the requirements of this Project Execution Plan (PEP).

"CLIENT" Project Director / Manager will be directly responsible for monitoring the performance of IPS and ensuring "CLIENT" and deliverables (document / drawing sign-offs) required for successful project outcomes are provided in a timely manner.

### 1.3 ORGANISATIONAL CHARTS

The integrated management organisation chart for the project is included as follows;

**Figure 1 - IPS Project, Construction, Fabrication and Design Management, Generic SMP Construction Project Organisation Chart**

FIGURE 1 (OVERLEAF)



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## 2.0 PROJECT MANAGEMENT

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### 2.1 PROJECT

#### 2.1.1 Overall

Where possible, existing IPS project systems, management plans and procedures will be integrated with existing "CLIENT" documentation to minimise PCDM man-hours (during project feasibility and following Client Board approval). Where required, project specific procedures shall be prepared.

#### 2.1.2 Safety Health & Environment

A Safety Health and Environment Management Plan shall be prepared for the project that recognises and incorporates the requirements of the "CLIENT" Safety Management Systems.

### 2.2 QUALITY

A Project Quality Plan (PQP) should be developed to define the management objectives and practices that are to be implemented to manage the Project. Where appropriate the plan should incorporate the requirements of the Client's Quality Management System.

### 2.3 EMPLOYEE RELATIONS / INDUSTRIAL RELATIONS

The construction contractor(s) will be required to develop employee relations management plans (ERMPs) and industrial relations (IR) policies and agreements for the construction of the project for review and approval by IPS and the "CLIENT" management team.

During construction, contractors and sub-contractors will manage ERMP / IR activities for their respective personnel. The contractors shall keep IPS advised of any related issues which may impact project delivery.

A specialist IR external adviser, acting on behalf of IPS / "CLIENT" will be appointed to monitor and oversee project ERMP / IR matters.

The necessity to ensure a safe working environment for the site cannot be overemphasised. The integrated management team and all contractors shall have on their respective teams, a management person with single point responsibility for safety.

### 2.4 DESIGN

The detail design works will encompass some or all of the following elements:

Earthworks,  
Piling & Concrete works,  
Structural Steel / Piping / Mechanical equipment,  
Electrical and Instrumentation,  
Buildings,  
Miscellaneous roads and services,  
Storage & infrastructure facilities,  
Interconnecting works and tie-ins



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The relevant design organisations will be required to complete detail Cost, Time and Resources (CTR) estimate sheets. These CTR sheets will clearly define design scopes, manhours, costs and the required deliverables. An example CTR sheet is provided in Attachment 1.

### 2.5 CONSTRUCTION

The construction scope of work may be packaged in line with the above generic discipline packages and either tendered or sole-sourced as deemed appropriate by the Integrated Management Team (IMT).

### 2.6 PRE-COMMISSIONING

A pre-commissioning management process based upon work packs and relevant sign-offs will be implemented. This process shall be developed by IPS and the "CLIENT" in consultation with the principal contractors and in accordance with "CLIENT" requirements. This process will ensure that materials and equipment perform as per design specifications.

Commissioning of process systems (incl. equipment / vessels etc) will be the responsibility of "CLIENT" Operations. Support will be provided by IPS Management team and Principal Contractor on an "as required & agreed" basis.

### 2.7 PROJECT CLOSE-OUT & HANDOVER

Project Close-out & Handover will incorporate the completion and signoff of process systems and equipment, as well as QAQC documentation compilation and handover.

Punchlisting of process systems and equipment installation will commence as part of the pre-commissioning process, with final punchlist signoff and system acceptance achieved following joint IPS / "CLIENT" management inspection of the works.

A Manufacturers Data Report (MDR) will be prepared for each construction package. MDR documentation will be compiled by the contractor during the progress of the works, and will be completed and issued to IPS / "CLIENT" management team for review at an agreed time following completion of the works.

Practical Completion of a works package will be achieved by the contractor following completion of all major Punchlist items, as per IPS Project Punchlist Procedure, and as agreed by IPS / "CLIENT" management team. Completion of minor Punchlist items will continue during pre-commission works, and will continue through dry commissioning, wet commissioning, performance acceptance testing (PAT) and through hand-over to "CLIENT" as necessary to effect the timely completion of the project and acceptance by "CLIENT" Operations.

Any defects will be repaired by the Contractor in accordance with their relevant contract and to the satisfaction of the IPS Senior Project Manager prior to the issue of a Certificate of Practical Completion.

Project Close-out will include:

- Completed and accepted MDR,
- Provision of "As-Built" drawings (to be prepared by the Contractor and approved by IPS / "CLIENT"),
- Discharge of bank guarantees and warranty administration,
- Completion of certificate of practical completion for each contract.