

QA CHECKLIST



PROJECT INFORMATION

Project Name			
Project Number		Project Manager	

COLOUR KEY

	Table Heading
	Project Phase Heading
	Key Deliverable
	Stakeholder Approval/ UoA Review
	HOLD POINT- Gateway Checkpoint
	Quality Assurance

[Refer Feasibility tab for procedure, reference material, contacts & hyperlinks](#)

FEASIBILITY PHASE

REF:	ACTION	DONE	COMMENTS
F-1	Pre-feasibility statement		
F-2	Project Funding Body/s		
F-3	Preliminary project order of magnitude (capital budget)		
F-4	Preliminary Operating Budget		
F-5	Preliminary Project Investigations		
F-6	Campus Masterplan		
F-7	Project Sustainability Targets		
F-8	Project Life Cycle		
F-9	Heritage- Conservation Management Plan		
F-11	Equity of Access		
F-12	Backlog Maintenance Register		
F-13	Asbestos Register		
F-14	Building Condition		
F-15	Relocation and Staging		
F-16	Space- Charging implications		
F-17	External tenant contractual implications		
F-18	Bushfire Prevention		
F-19	Traffic and parking		
F-21	Gender, Equity and Diversity		
F-22	Aboriginal Heritage		
F-23	Stakeholder List		
F-24	Security Services		
F-25	Maintenance and Cleaning		
F-26	Technology Services		
F-27	Campus Manager		
F-28	Stakeholder Engagement Plan		
F-29	Stakeholder approvals process		
F-31	Strategic Risk Register		
F-32	Preliminary Program		
F-33	Strategic Project Brief		
F-34	Project Manager Workshop		
F-35	Verify Capital Budget and Operating Budget		
F-36	Verify Program		
F-37	Update Strategic Project Brief		
F-38	Stakeholder Approval		Filed Aconex
F-39	HOLD POINT: Gateway		* Incomplete items to be addressed during next phase
F-QA	Quality Assurance		

Signed _____ Date _____
 SPM UoA Project Manager/Officer/Planner

Signed _____ Date _____
 CP&FM UoA Project Manager/Officer/Planner

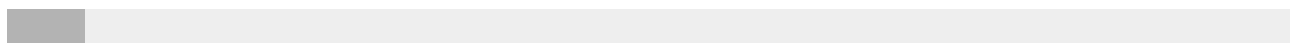
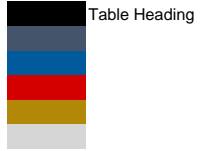
PROJECT INFORMATION

Project
Name

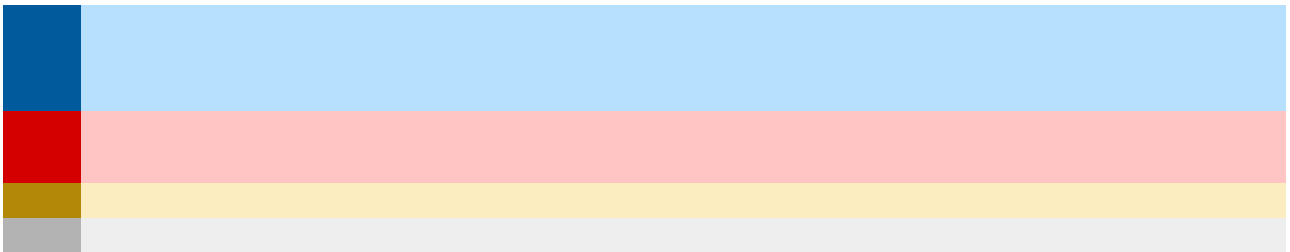
Project
Number

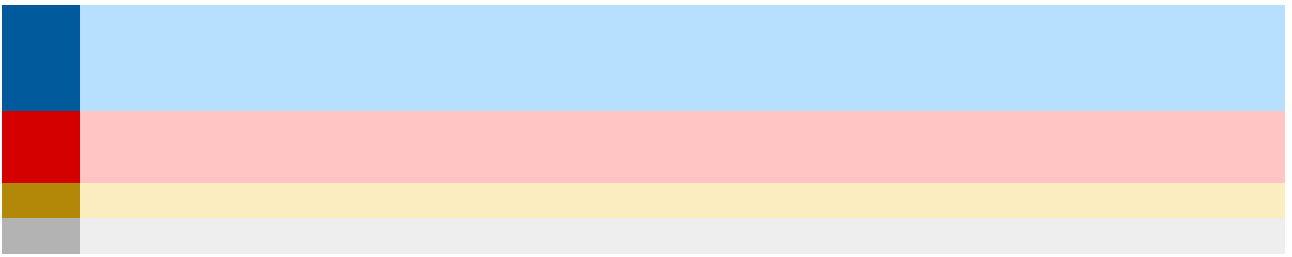
Project
Manager

COLOUR KEY



Project





PROJECT INFORMATION

Project
Name

Project
Number

Project
Manager

COLOUR KEY





QA CHECKLIST



PROJECT INFORMATION

Project Name			
Project Number		Project Manager	

COLOUR KEY

Table Heading
Project Phase Heading
Key Deliverable
Stakeholder Approval/ UoA Review
HOLD POINT- Gateway Checkpoint
Quality Assurance

[Refer PHASE 8 tab for procedure, reference material, contacts & hyperlinks](#)

HAND-OVER PHASE

REF:	ACTION	DONE	COMMENTS
HO-1	Relocation		
HO-2	Defects Management		
HO-3	Training and Marketing Material		
HO-4	Change Management- Building User Training		
HO-5	Official Opening		
HO-6	A. Documentation - Post Construction		
HO-7	B. Certification - UoA Design Standard		
HO-8	C. Certification - Project Brief		
HO-9	HOLD POINT: Gateway 4 - UoA Review As Builts		
HO-11	Final Payment		
HO-12	Post-Construction Documentation Register		
HO-QA	Quality Assurance		

POST CONSTRUCTION - OCCUPATION MANAGEMENT AND MAINTENANCE PHASE

REF:	ACTION	DONE	COMMENTS
OM-1	Building Services Performance Report		
OM-2	Stakeholder Post- Occupancy Survey		
OM-3	Consultant Evaluation		
OM-4	Lessons Learned		
OM-5	Quality Assurance		
OM-6	Final Completion		
OM-7	HOLD POINT- Checkpoint - Project Comp. Package		
OM-8	Project Close-Out		

Signed _____
SPM UoA Project Manager/Officer/Planner

Date _____

Signed _____
CP&FM UoA Project Manager/Officer/Planner

Date _____

COLOUR KEY



[GO TO: Project QA Checklist - FEASIBILITY](#)

PROJECT PHASE		ACTION DETAILS	Completed	Comments (Including document file location, date AND UoA Project Officer signature)
F	FEASIBILITY PHASE	Preliminary Project Investigation and Development of Strategic Project Brief		



F-29	SPM			Stakeholder approvals process	Propose process for milestone stakeholder approvals. Refer checklist below for frequency of mandatory approvals. Reflect outcomes in Strategic Project Brief. End user sign off may involve a individual representative, a working group; the University Council; a Faculty/ Division head; an external body; a combination of the above. Identify likely time frame necessary to complete this this process. Identify appropriate method for sign-off (i.e. return email approval/ physical signature on documents/ other). Note that Government funded projects may have reporting obligations to the Governor General; Reflect outcomes in the Strategic Project Brief and ensure proposed program identified in the Strategic Project Brief, is sufficient to allow time for the mandatory sign-off processes.	UoA Design Standard, All Volumes, Part 2, clause 2.4		Refer Project Brief
F-31	SPM			Strategic Risk Register	Prepare a Strategic Project Risk Register. The register must include high level Strategic Project risks. This register must be developed and maintained throughout the life of the project. It is to be maintained separately from, and is for a different audience to that of the Safety in Design Risk Register discussed below in the Detailed Briefing Phase. Refer UoA Design Standards All Volumes clause 2.7 for additional information.	Strategic Project Risk Register Template * UoA Design Standard, All Volumes, Part 2.7		Strategic Risks identified. Refer Project Brief
F-32	SPM			Preliminary Program	Propose Preliminary Program. Liaise with Associate Director Capital Projects & Facilities Management, to establish opportunities for efficiency in the programming of the delivery of the project. Confirm whether project/ funding will carry-over to next year. If this is the case, notify Associate Director Strategic Portfolio and Managing Contractor.	Contacts Associate Director Capital Projects & Facilities Management		Refer Project Brief
F-33	SPM			Strategic Project Brief	Prepare Strategic Project Brief including outcomes of ALL of the above. Include acknowledgement of areas where information is deficient.	Strategic Project Brief *		Preliminary Strategic Brief filed Aconex 29/01/18
F-34	Project Manager			Project Manager Workshop	Confirm with Associate Director Capital Projects & Facilities Management, the Project Manager (PM) assigned to the project, if not already engaged. Call workshop to discuss the Strategic Project Brief with the view to critically analysing the proposal, and identifying opportunities and risks for the project. Workshop attendees must include SPM, Capital Projects & Facilities Management (CPFM) Project Manager and key University of Adelaide strategic contributors. This Workshop typically marks the hand-over of the project from Strategic Project Management Team (SPM) to Capital Projects & Facilities Management Team (CPFM). Clearly identify program for continuing involvement by SPM to ensure: - transparency of, and confidence in the process, for the end-user; and - completeness of information transfer.	Contacts Associate Director Capital Projects & Facilities Management		Held 20/01/18
F-35	Project Manager			Verify Capital Budget and Operating Budget	In consideration of the outcomes of the Project Manager Workshop, verify sufficiency of both the proposed: - capital budget (distinguish between 'construction' cost and 'UoA' costs (e.g. consultants fees); and - operating budget. If necessary, engage cost consultant to carry out reconciliation. Make recommendation for budget adjustment, to the Associate Director Strategic Portfolio, if required. Obtain approval to proceed based on recommendation.	Contacts Associate Director Strategic Portfolio Management		Reviewed in workshop. No changes required.
F-36	Project Manager			Verify Program	In consideration of the outcomes of the Workshop, verify the proposed project program. Ensure adequate time and resources are allowed for Stakeholder sign-offs and the three-step Value Management process outlined below and in <u>UoA Design Standards, All Volumes, Part 2</u> . Make recommendation for program adjustment, to the Associate Director Strategic Portfolio Management, if required. Obtain approval to proceed based on recommendation.	Refer UoA Design Standards, All Volumes, Part 2		Reviewed in workshop. No changes to completion date required however staging of works required to minimise disruptions to adjacent occupants. Refer Project Brief.
F-37	SPM/ Project Manager			Update Strategic Project Brief	Update Strategic Project Brief to reflect outcomes of the workshop, including (but not limited to): - approved amendments to capital budget (construction cost + plus UoA costs); - approved amendments to operating budget; - approved amendments to the program; - amendments to design brief; - amendments to stakeholder list and engagement plan; - amendments to strategic risk register; Ensure compliance with UoA Design Standards.			Updated Project Brief filed Aconex 27/01/18
F-38	Project Manager			Stakeholder approval	Issue Updated Strategic Project Brief to Stakeholders. In accordance with the Stakeholder Approval Process outlined in the Brief, engage with Stakeholders as required (this may involve review meetings) to obtain endorsement and written sign-off using the <u>Stakeholder Approval Schedule</u> (or similar). File Strategic Project Brief and Stakeholder approval on TRIM. Along with the UoA Design Standards, this is the document against which all future mandatory milestone submissions, will be checked.	Stakeholder Approval Schedule		Stakeholder Approval received 05/02/18 filed on Aconex
F-39	Project Manager			HOLD POINT- GATEWAY	Pending the above approvals, proceed to next phase			
F-QA	SPM/ PM			Quality Assurance	Update this checklist (or the <u>Project QA Checklist- Feasibility Phase</u>), and file on TRIM.	Project QA Checklist Feasibility Phase		SPM Senior Space Planner

COLOUR KEY



[GO TO: Project QA Checklist - START-UP](#)

		PROJECT PHASE	ACTION DETAILS		Completed	Comments (Including document file location, date AND UoA Project Officer signature)
		Simple (maintenance/ single discipline)	Complex (multi-discipline)	Action Title		
SU		START- UP PHASE		Project Delivery Start- Up and Engagement of Consultants		
					Contacts_Senior Administration Assistant	<i>Project number and systems set up SPM Senior Space Planner</i>
SU-2	Project Manager		UniSpace	Notify Unispace- Senior Data Coordinator of the start- up of the project. Ensure new building projects receive unique building number at this stage.	Project Creation Form Contacts_Unispace	
SU-3	Project Manager		Managing Contractor	Inform Managing Contractor of new project so that forward planning can be initiated and Managing Contractor PM assigned.. Establish pattern of involvement of Managing Contractor PM. This will vary depending on the nature of the project and may include involvement of Managing Contractor Design Manager. For complicated projects, ensure collaboration with Managing Contractor commences during the earliest phases of the project. Establish whether novation of Consultants is to occur.		<i>Saraha's Joe Builder assigned and briefed</i>
SU-4	Project Manager		Consultants List	Compile external consultants register, including requirement for any specialist consultants e.g.. DDA, ESD, Heritage, Traffic Engineer, Arborist, External Change Manager, Independent Commissioning Agent (for new buildings and complicated projects), Independent consultant for post- occupancy meter- monitoring, external peer-reviewer for milestone documentation checks. - Independent documentation milestone peer-reviewer Establish method for selecting consultants, whether that be closed invitation to submit fee, or open Registration of Interest . For closed invitation, liaise with Managing Contractor to compile competitive list of Consultants to be invited to tender and follow Consultant Tender process below. For complicated or new building projects seek approval for the list of preferred tenderers from Associate Director Capital Projects & Facilities Management. Establish method of engaging Consultants (establish whether/ when novation will occur)	Call for Registration of Interest!	Filed S: drive
					Templates: Consultant Invitation to Tender Letter Consultant Scope of Services Tender Assessment Criteria Record of Incoming Tenders MEMO requesting approval to engage Consultant Tender Outcome Notification Letter	
					Consultant and Contractor Information	
					UoA Competition and Consumer Law Trade Practices and Compliance Manual (CCA Manual)	
					Templates: Letter of Engagement of Consultant	
					Contacts_Senior Administration Assistant	
					Purchase Order Request	
SU-7	Project Manager		Consultant Induction	Arrange consultant induction and file completed Consultant Induction Form		

COLOUR KEY

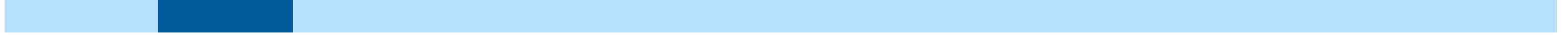
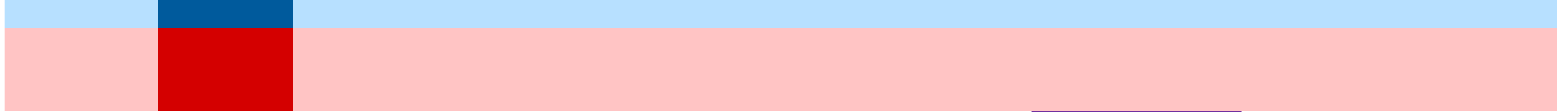


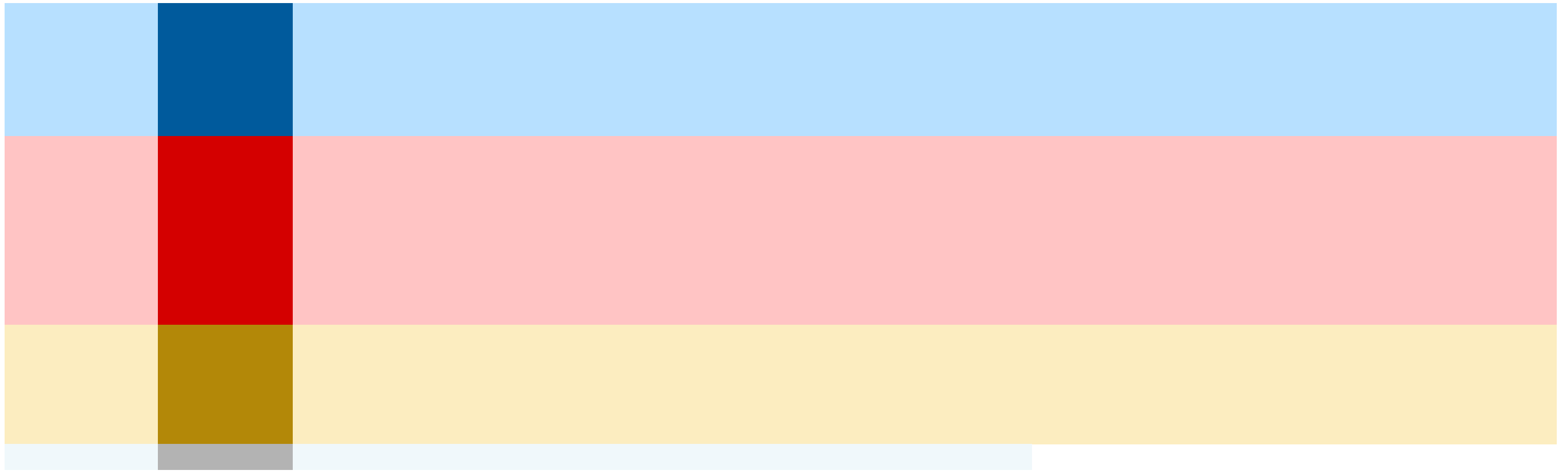
[GO TO: Project QA Checklist - PHASE 3](#)

PROJECT PHASE		ACTION DETAILS	Completed	Comments (Including document file location, date AND UoA Project Officer signature)
Simple (maintenance/ single discipline)	Complex (multi-discipline)	Action Title		
BR		DETAILED BRIEFING PHASE (Phase 3 CSA Schedule 2- Scope of Service)		Stakeholder engagement- detailed briefing and project definition NOTE Detailed Briefing Phase and Concept Design Phases may be run in parallel.

[UoA Project Start Up Meeting Agenda \(under development\)](#)
[Project Team Minutes \(under development\)](#)

UoA Standards All Volumes,











DESIGN STANDARD

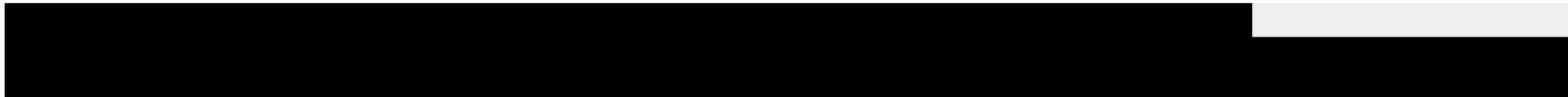
A. Project Process Checklist



COLOUR KEY

	Table Heading
	Project Phase Heading
	Key Deliverable
	Stakeholder Approval/UoA Review
	HOLD POINT - Gateway Checkpoint
	Quality Assurance (<i>E.g., responses provided in grey italics</i>)

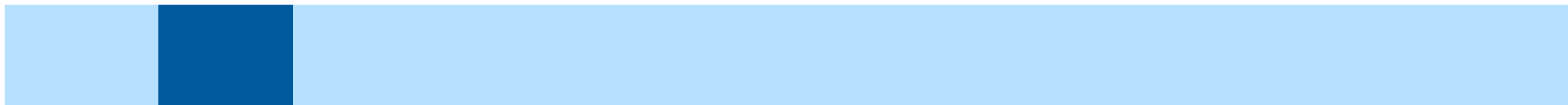
[GO TO: Project QA Checklist - PHASE 4](#)



COLOUR KEY



		PROJECT PHASE		ACTION DETAILS			
		Simple (maintenance/ single discipline)	Complex (multi-discipline)	Action Title		Completed	Comments (Including document file location, date AND UoA Project Officer signature)
DOC		CONTRACT DOCUMENTATION PHASE (Phase 5 - CSA Scope of Services)		Contract Documentation to 50% complete.			
DOC-1	Project Manager			UniSpace Building/ Room Numbering	Issue Approved Design Development Drawings to <u>UniSpace</u> for allocation of Building and Room Numbering.		Contacts Unispace
DOC-2	Consultant			Documentation	Proceed with Contract Documentation. Incorporate any comments from Design Development Peer-review into Contract Documentation		
DOC-3	Consultant			Stakeholder Consultation	Continue Stakeholder/ End-User consultation and Change Management throughout the Contract Documentation Phase.		<i>Continuing weekly design team meetings</i>
DOC-4	Consultant			Safety in Design	Issue regular Safety in Design updates (including risk register) for minuting and action at Project Team Meetings throughout Contract Documentation Phase		<i>Minuted at weekly design team meetings</i>
DOC-5	Consultant			A. Documentation - Contract Documentation 50% Complete			









DOC-19	Consultant			C. Certification - Project Brief	Certify in writing that the 100% complete Contract Documentation package meets all the requirements of Project Brief, along with a comprehensive, justified list of departures. This includes (but is not limited to): - Project Capital Budget order of cost; - Project Operating Budget estimate; - Documentation to support project specific sustainability design and reporting obligations. Await approval prior to proceeding to the next phase.	Consultant Certification of Compliance		<i>Consultant Certification of Compliance received 20/07/18 Aconex No departures</i>
DOC-21	Consultant			Pre-tender estimate	Submit Pre-tender estimate based on 100% complete documents.			<i>Received 27/07/18 Aconex</i>
DOC-22	Project Manager			Stakeholder approval	Obtain written sign-off from Stakeholders for 100% Contract Documentation following the process established in the Project Initiation Phase. Ensure obligations for Communications and Engagement including Change Management are met.	Stakeholder Approval Schedule		<i>Received 02/08/18 Aconex</i>
DOC-23	Project Manager			HOLD POINT- GATEWAY CHECKPOINT	Review 100% Contract Documentation milestone package for compliance. For projects with any identified departures (relating to either the UoA Design Standard or Project Brief), submit relevant sections of the Milestone package to Associate Director CPFM, and subsequently Director Infrastructure (or delegate), for consideration and sequential approval. This approval may be sought in parallel with the Stakeholder approval. NOTE: For departures relating to technical disciplines, submit details to relevant UoA technical stakeholder (eg. ITS) for comment prior to submitting to Associate Director CPFM. Pending the above approvals, issue conditional approval to proceed to the next phase with instruction to address any issues raised in the Stakeholder and Director Approvals process. For projects with no departures, issue approval to proceed to next phase.	Contacts Associate Director Capital Projects & Facilities Management		<i>Approval to proceed to next phase granted by PM (no departures) 03/08/18 Aconex</i>
DOC-QA	Project Manager			Quality Assurance	Update this Checklist (or the Project QA Checklist- Documentation Phase), and file on TRIM.	Project QA Checklist Documentation Phase		CPD Project Manager
TEN				TENDER PHASE (PHASE 6 - CSA Scope of Services)	NB. For a-typical projects that are to be competitively tendered to an external Managing Contractor (in lieu of automatic allocation to incumbent UoA Managing Contractor), OR where sub-contractor is to be engaged directly by UoA, For direct engagement of Sub-contractor, this phase may occur earlier in the process.			
TEN-1	Project Manager			External Contractor	For a-typical projects to be competitively tendered to an external Managing Contractor (or Sub-Contractor): - compile list of contractors to be invited to competitively tender for approval by Associate Director Capital Projects & Facilities Management; - establish whether/ when novation of consultants will occur.	Contacts Associate Director Capital Projects & Facilities Management		
TEN-2	Project Manager			Contractor Tender	Issue tender package including: - letter of invitation; - Tender Contract Documentation package; - Design Standards; - Copy of Conditions of proposed Contract. In accordance with UoA Competition and Consumer Law Trade Practices and Compliance Manual, follow fair tendering procedures. Form panel of minimum two qualified UoA staff members to assess tender submissions and make recommendation of preferred tenderer to Unit Manager. Obtain written confirmation (Memo) from Unit Manager to proceed with engagement of preferred tenderer. File Memo on TRIM. Notify all tenderers in writing of outcome.			
TEN-3	Project Manager			Contractor Engagement	Issue letter of engagement to successful tenderer. Issue web-link to Contractor Information Pack . This pack includes the Contractor Guide (information to assist with the safe and timely completion of works in accordance with UoA processes, systems and relevant legislative requirements), as well as Permit/ Permissions to Work forms for high risk work. Engage tenderer using Managing Contractor Contract or Minor Works Contract . File executed contract on TRIM. Submit Capital Expenditure Request Form to Senior Administration Assistant in order to initiate process for payment of Contractor invoices.	Capital Expenditure Request		
						Contacts Senior Administration Assistant		
TEN-4	Project Manager			Contractor Induction	Arrange contractor induction and file completed Contractor Induction Form on TRIM			
TEN-5	Project Manager			Contractor Certificates	Obtain and file on TRIM Managing Contractor certificates including: - WorkCover certificate; - Insurances PL and PI; - Detailed Workplace Health and Safety Plan (JSAs, SWPs, OHS policy and procedures); - Builders License; - Business registration (if applicable).			

DESIGN STANDARD

[A. Project Process Checklist](#)



COLOUR KEY

	Table Heading
	Project Phase Heading
	Key Deliverable
	Stakeholder Approval/UoA Review
	HOLD POINT - Gateway Checkpoint
	Quality Assurance <i>(E.g., responses provided in grey italics)</i>

[GO TO: Project QA Checklist - PHASE 7](#)

PROJECT PHASE

ACTION DETAILS

Simple
(maintenance/
single discipline)

Complex
(multi-discipline)

Action Title

Completed

Comments
(Including document file location, date AND
UoA Project Officer signature)

CON

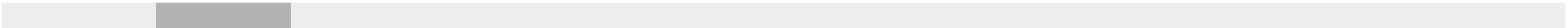
CONSTRUCTION PHASE
(Phase 7 - CSA Scope of Services)

CON-1 Consultant

For- Construction Issue

Issue Documentation marked "FOR CONSTRUCTION" incorporating approved outcomes of the 100% Contract Documentation review.

Issued 03/09/18 Aconex



PROJECT PHASE

ACTION DETAILS

Simple
(maintenance/
single discipline)

Complex
(multi-discipline)

Action Title

Completed

Comments
(Including document file location, date AND
UoA Project Officer signature)

HO

HAND-OVER PHASE

