

Planning – Quality Principles

Plan, Plan, Plan...

- Put time aside prior to starting an activity or project to define Who, What, When, Where, How.
- Make sure resources are suitable and available, consider:
 - Competency
 - Training Requirements
 - Current / Future work loads
 - Key dates and required working hours to complete task
 - Limitations
- Consider what plant and equipment is required, when it is needed, by who, where it will be put to use and how. Capture this in the Safe System of Work.
- Make sure any equipment / plant that requires to be hired in or items to be procured (especially long lead time items) are raised with the Procurement team in good time to ensure there are no delay or complications with the supplier.
- Ensure that services required on site are ordered in good time (telecommunications, electricity and water supply etc.). Utility companies often have long lead times for installing infrastructure for example the installation of a telephone line with broadband connectivity to site can take between 6 weeks to 4 months.
- For more information on Site Setup see [CD20 Site Setup](#).



Left Shift and Collaboration

- During the planning of any task, first consider anyone who could be affected or affect the task including:
 - Subcontractors
 - Suppliers
 - Clients
 - Clients customers
 - Other internal departments etc.



Where possible, try to involve these parties during the planning stage to minimise future issues and unnecessary hold points.

- Collaborate with the relevant personnel / departments throughout a project to ensure that any changes and developments are planned and implemented effectively.

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Meeting Planning

- Firstly, consider do you need the meeting at all? If yes are there alternative ways to hold the meeting e.g. over Teams.
- If you're the host, setup the meeting room, or interactive online whiteboard and resources, prior to the designated time to minimise delays (e.g. setup projectors, print required documents etc.)
- If participating arrive on time and come prepared.
- Consider the use of an agenda to assist with the structure of the meeting.
- Start the meeting by asking for objectives and expectations. Close out the meeting by ensuring these have been met.
- Ensure meeting minutes or action lists are recorded, sent out to attendees and followed up.

Subcontractors

- Identify any suppliers or subcontractors required in the Procurement plan during the project planning stage. Provide a copy of the plan to the central Procurement Department to allow sufficient time for supplier approval processes and queries.
- Hold a pre-commencement meeting with all Subcontractors to address any specific issues / requirements including:
 - Agreeing the minimum SHEQ requirements that are expected *e.g. training* (details on minimum requirements can be found in CMGD03-01 SHEQ Code for Subcontractors).
 - Reviewing a copy of the subcontractors Inspection and Test plan. If deemed not suitable, provide subcontractor with a copy of the MWH Treatment ITP Template (CDFR02-03).

Questions

Q1: When allocating resources to a task, what needs to be considered?

Q2: Can you think of potential parties who may be affected by, or affect, an upcoming task on your project?

Q3: What should happen with all subcontractors prior to commencement on site?

Remember: Nobody plans to fail, but many fail to plan...

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REGISTER OF ATTENDEES

| | |
|-------------------------------------|--|
| Delivered By: (name / job title) | |
| Project No.: | |
| Project Name: | |

| Name (print) | Sign | Date |
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