

Scoping Sign-Off Procedure

1. Purpose

This procedure is required for the mandatory sign-off of scopes and cost estimates for maintenance, design, project management and regional campus estate services.

2. Scope

This procedure will be used by the Trade Technicians, Campus Coordinator/Hub Coordinator, Estimator, Manager, director or nominee

3. Procedure

			Maintenance Services	Design Services	Project Management Services & Regional Campuses Estates Services
Stage	Responsible Officer	Sign Off	Scoping - Process 1	Scoping - Process 2	Scoping - Process 3
1	The person preparing the scope	1 st Sign-off	Trades Technician	CAD Technician	Nominate Ext. Consultant or Process 1/2
2	Supervisor Review	2 nd Sign-off	Campus Coordinator/ Hub Coordinator	Design Coordinator	Project Manager / Estates Coordinator RCs
3	Estimate Preparation	3 rd sign-off	Estimator	Estimator	Estimator
4	Manager approval	4 th sign-off	Manager	Manager	As per Process 1 or Process 2 & sign off by PM or RC Coordinator

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5	Director Approval	Final sign-off	Director or Nominee	Director or Nominee	Director or Nominee
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Note: OHS sign-off is not required for each scope, given the standards for OHS are inbuilt into the scope documentation and design standards. On a case-by-case basis, given the complexity and risks facing each project, OHS may be consulted at any time for special review as required. The Manager for each process (1,2 &3) is responsible for that risk assessment and if OHS consultation is required.

Note: For Project Management OR RC Scoping, if the project manager/RC Coordinator nominates to go through process 1 or 2 as per the **RED highlighted steps**, they will have to go through the entire process to the Manager level approval stage 4 sign-off. Nominate means to comply with the procedure for JC or Space form as applicable.

4. Responsibilities

- As stated in the table above.

5. Definitions

- N/A

6. Reference Documents

- Scoping Template
- Cost Estimate Template
- TOR Review Form

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Authorized by: Director – Estates & Infrastructure

Documented by: Manager Design Projects

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