

Developing your scope of works

A scope of works is a detailed description of the work and agreed deliverables for a project. It sets out what the contractor is required to deliver, including tasks, timelines and stages of work, and should align with the approved project budget.

A clear and accurate scope that includes all components of your project will:

- **Set clear expectations** - Ensure everyone is working from the same information, making it easier to compare quotes and select contractors
- **Prevent project creep** - By avoiding extra tasks or components needing to be added that could increase cost or delay the schedule
- **Align the project** - Keeping everyone focused on the same goals for a successful outcome
- **Provide measurable criteria** - Enables tracking of progress, accountability for performance and transparency in quotes.

The scale of your project will generally dictate the level of detail required in your scope of works document.

No matter the size of your project, take time to ensure your scope of works is clear, accurate and comprehensive to avoid costly and time-consuming variations.



Key elements of a scope of works

Below are key sections and important questions to consider when developing a scope of works.

Project overview

Outline a brief description of your organisation and a short summary of the project.

- What current activities, number and type of participants, and other user groups does your organisation have, and is there any expected growth?
- What is the project and what is your organisation trying to achieve?

Project parameters

Outline all the project parameters, including:

- Why is your project needed?
- What outcome do you want from the project?
- When will the project need to be completed?
- Where is the project located?
- Who is the client?

Design approach

Outline the design criteria, considerations and requirements including:

- What competition standard is needed or desired? Are there community, state or national sporting organisation requirements?
- Are there other activity users and or multi-use requirements?
- Who will be using the facility and have all relevant design principles (including Universal Design Principles) been considered?
- Have you clearly specified the type, standard and number of facilities your organisation needs (i.e. toilets, light fittings, court surface, number of courts or fields)?
- Have you considered the options for construction materials and finishings to ensure they are appropriate, durable and fit for purpose?

Refer to the *Sport HQ Best practice design principles fact sheet*.

Site requirements

Outline the details of the site and any requirements and constraints, including:

- What is the facility address and who is the landowner?
- Does the site have the necessary services (water, power and sewer)?
- What access is required (pedestrian, car parking, landscaping, provision for persons with disability)?
- Are there any environmental impacts (hydrologic/hydraulic study, wind considerations, flooding)?
- What are the topography and earthworks considerations (flat site, cut and fill, soil type, land fill site)
- Are there any town planning matters, development and building approvals requirements?
- What about other considerations such as Native Title, heritage or land/ soil contamination?

Construction requirements

Detail the construction requirements, including:

- Contractor roles and responsibilities
- Demolition works, site closures, security and signage requirements
- Weather and seasonal access considerations
- Construction stages/phases and coordination with trades/sub-contractors?
- Hours, days or weeks of operation, including any local restrictions
- Specific land owner or Council requirements such as Development Applications (DA) and/or Building Approvals (BA)?

Refer to the *Sport HQ Development and building approvals fact sheet*.

Cost estimation and procurement method

Outline how you will develop an initial cost estimate and how you will procure or appoint contractors.

- For an indicative project costing, are you using a Quantity Surveyor or obtaining a quote/s?
- How will you ensure value for money, and what procurement method will be used?

Refer to the *Sport HQ Cost estimation fact sheet* and *Sport HQ Procurement and tendering fact sheet* for more information.

Timelines

Outline your organisation's expectations on the timelines of the project, including:

- Key milestones of the project including pre-construction planning, project manager appointment, tendering, demolition, construction, post-construction certification/ defects phases?
- Whether construction will occur during your playing season
- Any requirements to complete works within specific timeframes or funding deadlines

Project management

Outline how the project will be managed, including:

- What are the project administration functions?
- What is the role of the project manager?
- What are the meeting schedules, reporting procedures and communication requirements?
- How will you involve and report to your stakeholders, and meet any funding requirements (if relevant)?

Refer to the *Sport HQ Project manager* and *Sport HQ Stakeholder project control group fact sheets* for more information.

Budget requirements

Outline how the project will be financially managed/administrated, including:

- Have you considered all of the components of the project, not just the contractor costs?
- How will you prepare and manage the project budgeting through the project?
- Have you considered how you will fund the project, and when will the funds be secured and confirmed?
- How are you managing the project cashflow and payments to ensure you have the money ready?
- Have you considered a separate bank account for approved funding, to easily identify and acquit secured funding?
- What allowances are you making for a professional project manager, project locality, contingency and building escalation costs?
- Does your organisation have enough funding to cover any unforeseen costs, and how will you value manage the project?
- Have you considered the maintenance and sinking costs for the project?

Refer to the *Sport HQ Value and cost management fact sheet* and the *Sport HQ Asset management resources* for more information.

Items out of scope

Outline any components or aspects that are out of scope:

- Have you listed all items which are out of scope?
- Have you considered the cost of any of the out of scope items in your project budget?

Assumptions

Outline any important relevant assumptions made during the development of the scope of works.