

SCOPING AND SPECIFYING WORKS AND SERVICES



CONTRACT
MANAGEMENT
TRAINING

1-DAY SEMINAR IN TECHNICAL WRITING

Contract Management Training presents this in-depth guide to developing and preparing scopes of work and specifications.

During this 1-day seminar, participants receive **clear insights into all aspects of technical writing** including workshop sessions and a detailed Technical Writing Styleguide.

THE COURSE

The course has been designed to develop a better understanding of scopes and specifications and to help create high quality documents in an organised and effective way. The commercial and contractual role of these documents is also addressed along with strategies to get them right and to avoid ambiguity and discrepancies.

Contract Management Training is a specialist supplier of practical short courses in the management and administration of construction documentation. Our training courses are designed and delivered by leading specialists and trainers with over 40 years experience.

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PART 1

The Contractual Matrix

- Contractual ingredients
- Listing the contract documents
- Scope of work, specifications, drawings and service level agreements – Defined
- Contractor's liabilities for faulty specifications

PART 2

Certainty in Contracts

- Contracts or terms void for uncertainty
- Using clear language
- The Parol Evidence rule
- Interpreting unclear contract terms

PART 3

Resolving Discrepancies and Ambiguities

- Contract conditions
- Order of precedence
- Popular rules of interpretation
- The Golden Rule

PART 4

The Scope of Work

- Scope planning and definition
- Scope knowledge
- Scope requirements
- Documenting requirements
- Scope realities
- Scope breakdown
- Scope statements
- Scope content essentials
- Scope modeling
- SMART Guidelines
- Clarifying expectations
- Consulting with contractors

PART 5

Factoring In Risks

- Risk allocation
- Types of risk
- Identify and assess
- Mitigate and monitor
- Risk Management
- Risk mitigation
- Risk differentiation
- Scope creep

PART 6

Specifications

- Definition and the need
- When to start
- Specifications vs Drawings
- General content
- The specification writer
- Main purposes
- Specifications in construction
- The specification as a technical and contractual document
- Indispensably necessary work – The rules

PART 7

Classification and Worksections

- Worksection templates and Classification – NATSPEC
- Classification
- Hierarchical or enumerative classification
- Work sections
- Using Master and Model specifications
- Using Templates
- Classification and Asset Management

PART 8

Anatomy of a Specification

- Specification types
- 'Open' and 'closed' specifications
- Consistency with other contract documents
- Using Master and Model specifications – Cautionary advice
- What the specification needs to tell the contractor
- Dangers of over-specifying
- Design and construct contracts and specifications
- Master and Standard specifications
- BIM and specifications

PART 9

Technical Writing

- Clarity
- Checking by end users and professionals
- What makes a great specification
- Problems to avoid
- Accuracy and brevity
- Use of simple sentences and common words
- Use of the Imperative Form
- Streamlining
- Notes on drawings

PART 10

Technical Writing Styleguide

- Syntax and grammar
- Modifiers
- Lists
- Use of abbreviations and symbols
- Words and phrases needing special care
- Commonly misused words and phrases
- Vague adjectives and adverbs
- Dependant clauses
- Provisos and cross references
- Ambiguities and strategies to avoid them
- Pronouns and gender
- Definitions and interpretation
- Approvals and directions of third parties
- Word pairs and the correct way to direct

- Dangers of explaining
- 'Witness' and 'hold' points
- Expressing times and deadlines correctly
- The most common specification mistakes
- Styleguide checklist

PART 11

Practical Workshop Sessions

- Resolving discrepancies
- Critiquing scope of work and specification drafts
- Preparing a scope statement
- Identifying and using specification types
- Ambiguity analysis

PART 12

NATSPEC Supplement

- The National Classification System

COURSE INCLUSIONS

- Detailed coursebook including everything covered
- Presentation by an industry expert with over 40 years experience