

Engineering Policy 167

Contract Management Plan

September 2019

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1 Policy statement

The Department of Transport and Main Roads appoint Administrators responsible for the overall administration of all forms of Infrastructure Contracts. Contract administration is necessary to ensure contractors are complying with contractual requirements, delivering the required outputs and assures the quality of completed products.

This policy is intended to provide guidance to the Administrator for developing the Contract Management Plan which is the document that sets out the relevant information for the management of an Infrastructure Contract.

A Contract Management Plan is a mandatory requirement for all infrastructure projects and must be prepared by both internal and external Contract Administrators. This is to ensure that there are appropriate governance arrangements in place to demonstrate that the contract can be effectively managed and project objectives can be met.

2 Applicability and Background

This Engineering Policy applies to all departmental Infrastructure Contracts. The requirement for a goods and services Contract Management Plan is provided in the Queensland Government *Procurement Contract Management Framework* as provided by the Department of Housing and Public Works which would cover other services such as Design Services Consultants, Contract Administration and the like.

A Contract Management Plan (CMP) is developed based on the principles that it:

- is a tool for managing the contract
- it encapsulates the Surveillance Plan
- summarises the roles and responsibilities of the contracting parties
- identifies who is responsible for various contract administration activities and when and how they are required to be carried out, and
- is a live document that should be updated to reflect changing circumstances.

3 Objectives

The objective of this Engineering Policy is to provide guidance to the Administrator for developing a Contract Management Plan. The Administrator shall be responsible for the finalisation of the CMP and its subsequent updates and can add or omit any items provided in this policy to suit contract requirements.

Information within each section of this policy are provided to assist the Administrator with preparing a Contract Management Plan and should be tailored to align with the requirements of a specific contract.

4 Benefits

Contract Management Plans document the governance requirements for the managing of contracts and assists the Administrator with understanding the scope of the contract, responsibilities of all parties and serves as a planning and reference aid to support governance requirements.

5 Contract Management Plan

The Contract Management Plan is a live document which requires constant review and amendment. The CMP should give a general overview of the Administrator's functions required to be performed on construction contracts and supports compliance with departmental governance requirements; however, the Administrator should always refer to the specific contract for actual requirements. Prior to developing the CMP, the Administrator shall organise a meeting to formalise handover between tendering and contract administration teams to discuss critical issues that may affect administration of the contract.

It is the source document for contract approach, direction risks, benefits and assumptions and sets out procedures not detailed in the Surveillance Plan. The Surveillance Plan forms part of the CMP but primarily addresses quality assurance in construction.

The CMP is also a subsection of the project's main Project Management Plan. The Project Management Plan primarily addresses the project and department's governance requirements, for example, document recording within DMS.

These plans are all distinct and not part of the Contract.

If a consultant is engaged to be the Administrator, their Contract Management Plan template may be utilised but must integrate with departmental requirements and interfaces must be identified and established.

Refer to Contract Management Plan Template for the Contract Management Plan Structure.

The structure provided herein is not fixed. The level of detail to be included in a contract management plan will vary depending on the nature of the contract, risk, value, timeframe and other conditions that may influence the management of the contract. For example, the requirements for a 14 day reseal project will differ to a 3 year diamond interchange project. Information needed to complete the Contract Management Plan will be in the contract. The Administrator shall decide what key information will be required to manage the contract appropriately. Since the Contract Management Plan is a living document it can and should be reviewed and updated at any time throughout the life of the contract.

6 Consultation

Transport and Main Roads has consulted with Consult Australia in the development of this Policy.

7 Evaluation

The responsible officer, for support or advice is:

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8 Definitions

CMP Contract Management Plan

SP Surveillance Plan

TIC Transport Infrastructure Contract

PUP Public Utility Plant

9 Review

The Executive Director (Program Management and Delivery) will review this policy as part of the annual review process.

