

GUIDELINE FOR MONITORING OF PROJECTS

CGF - MP

NOTE :

1. **This is an outline of how the CGF Monitors a Project and the areas looked in to**
2. **Monitoring Officer will advise to Contractor & send a feedback to CGF.**

- 1) AT SITE – check whether sufficient documents are available at site office such as
 - a. Conditions of Contract along with BOQ, Letter of Acceptance, copy of PB, AB & other Guarantees and its Extension
 - b. Programme, Revised Programme, Monthly Programme together with other analysis
 - c. Cash Flow, Histogramme of Workmen & Machinery
 - d. Correspondence - with (i) Employer (ii) Head Office (Contractor's) (iii) Sub Contractor (iv) Suppliers (v) Others
 - e. Others such as - Field Log Book, Attendance, CRR, Stock Book, distribution of Field Staff, Inventory, Purchase Orders, GRNN, Vehicle/Machinery/ Equipment/Plant Log Book or Running Charts, Weather Reports, Minutes of Site Meeting, Minutes of Progress Meeting held at Head Office, Bill submitted, Bills paid, Workmen Compensation & All Risk Policies, Variation Orders, Time Extension
- 2) FINANCIAL
 - a. Cash Inflow
 - b. Cash Outflow – payment to parties connected to the project
 - c. Petty Cash
 - d. Purchasing Authority
 - e. Sufficient inflow of Funds
- 3) DISCREPANCIES
 - a. Non availability of Instructions at site ⇔ from Employer ⇔ from Contractor ⇔ remedies
 - b. Handing over of site is not finalized
 - c. Designs not in order/changes to Original Design
 - d. Change of Scope – special attention on downward revisions
 - e. Change of Specifications
 - f. How above or any other matters affect the Progress
- 4) DELAYS
 - a. In adequate resources at site ⇔ poor communications from Contractor's Head Office ⇔ ⇔ delay or no instructions from Engineer/Employer ⇔ delay in submission of Plans, Specifications, Drawings, Programmes
 - b. Lack of Project funding by the Contractor
 - c. No proper instructions from the Employer
 - d. Employer not instructed to commence ⇔ handing over ⇔ proper instructions compensation events
 - e. Engineers instructions/approvals not available
 - f. Delay in Submission of Bills {Interim (Monthly)}
 - g. Delay in Certifying Bills
 - h. Delay in payments beyond the due date
 - i. Delay in obtaining approvals for Variations, Extra Claims – Change of Scope – Instructions
 - j. Cash Flow affected delay or due to Extra/Excess work and delay or not paid for by the Employer
- 5) CONCLUSIONS
 - a. Activities as per programme ⇔ if behind schedule the exact cause for delay ⇔ If any delay reasons due to Contractor/Employer solution followed by Contractor/Employer and your advise for successful implementation