

# MINIMUM STANDARD Z/2 – CONSULTANT’S PROGRAMME

## 1. FORMAT

The *Consultant's Programme* for the project shall be a Gantt Chart computer based system capable of setting a baseline and comparing actual progress versus the baseline.

## 2. CONTENT

The Consultant's Programme shall:

1. Show for each Item and Deliverable the period over which the associated work will be completed. If the date of a Deliverable falls on a weekend or public holiday, the Consultant may submit the Deliverable on the first subsequent working day unless otherwise requested or agreed by the Client;
2. Reflect an appropriate level of granularity given the length and complexity of the project
3. Include delivery of the Consultant's Project Quality Plan and, where applicable, the draft and final Scheme Assessment Reports as milestones;
4. Allow adequate time for Client review of Deliverables. This may be specified in the “Contract Scope”, Section D of the Contract Document;
5. Allow time for preparation and granting of any Notice of Requirement, Coastal Marine Consent Application, Resource or Building Consent Application;
6. Include, where applicable, submission of the Physical Works Tender Documents;
7. Include submission of the Environmental and Social Responsibility Screen completed in accordance with the Transport Agency’s *Minimum Standard Z/19 – Environmental and Social Responsibility Standard*;
8. Include, where applicable, award of the Physical Works contract(s) and allow time for completion of the Physical Works and defects notification period(s) including allowances for second coat seals;
9. Include, where applicable, completion of any legalisation survey;
10. Include, where applicable, issue of the Proclamation by Land Information of New Zealand (LINZ);
11. Include, where applicable, submission of the Final Construction Report as a milestone;
12. Include all new work approved by the Client as an additional service (and set an interim baseline for those works);
13. Allow such periods as are defined in Section D of the RFT, from the date of any Consultant request, for the Client to provide the information detailed in the “Contract Scope” Section D of the RFT (Inputs);
14. Allow a minimum of two months (or as otherwise agreed with the Client), for the Client's Land Acquisition Agent to acquire land following delivery of land requirement plans; and
15. Show the critical path, eg show items with no float for the tightest programme.

16. Identifies resources allocated against each task.