

Scope of Works Fact Sheet

Developing scope of works

Scope of Works is a document which outlines the extent and quality of work relative to the cost of the project. It is an important document used to provide accurate information about the project.

Depending on the cost of the project, the scope of works should be supported by either quotes or a quantity surveyor's estimate. When arranging quotes, a scope of works document ensures that contractors are quoting on the same works and makes it easier to compare quotes against each other.

The scale of your project will generally dictate the level of detail required in your scope of works document. Ultimately, a clearly defined scope will assist the project team to achieve a successful project outcome.

Important factors to consider when developing a scope of works document include:

- **Project parameters**
 - *What* outcome do you want from the project? *Why* is your project needed? *When* will the project need to be completed?
 - *Where* is the project located and who is the client?
- **Design approach**
 - Have you considered your State Level Organisation's sport and/or active recreation specific requirements? Multi-use, other users?
 - Have you considered best practice design principles including Universal Design Principles?
- **Site requirements**
 - Town planning matters, development and building approvals?
 - Topography and earthworks (flat site, cut and fill), Services (water, power, sewer)
 - Access – pedestrian, car parking, landscaping (include provision for persons with a disability)
 - Environmental impacts e.g. hydrologic/hydraulic study
- **Procurement method**
 - How will you procure or appoint contractors?
- **Construction requirements**
 - Demolition works, site closures, security, signage, weather considerations
 - Construction works – conducted in stages and working with different trades.
 - Hours/Days/Weeks of operation
 - Council requirements from DA and/or BA applications
- **Timelines**
 - Timelines including key milestones that must be met i.e., season requirements/funding deadlines etc.
- **Budget and Reporting Requirements**
- **Items out of scope**

