



# Kingsman PM Project Scoping Workshop

An independent, professional  
and Impartial look at your potential  
project scope gaps.



# Neill Laurenson

After having been asked to provide ad-hoc scoping guidance for associates and colleagues, Neill, with his thirty-five years plus in the construction and property industry, has decided to react to this need and launch an industry 'first', that being an independent, **pre-contract signing** **'Scoping Workshop' facilitation service.**

A 'scoping check' may seem like 'teaching someone to 'suck eggs' but it is something that just does not happen in a focused enough way, and therefore there is a continuous industry accepted 'norm' that variations will occur, **and the client ends up paying for it, it need not be like this!**

**As a client or a financial institution, you should highly recommend [insist] that your contractor runs a focused scoping check workshop.**

It just takes an experienced operator to ask the 'dumb questions' and you will be surprised about the benefits, **when any one variation can cost tens of or hundreds of thousands of dollars, dedicating a day or two to avoid this is a very good investment indeed.**

There is hardly a facet of the property industry that Neill has not been involved in from Polymer piling to one of the worlds largest skylights and everything in between.

The workshop is run using our own 'Scope Interrogation Schedule' which we have developed over the years.

"Expert Generalist" is Neill's mantra, and he lives up to it and you can benefit from it too.

**You can contact Neill on Tel: +61 (0) 488 061292 E: [neill@laurenson.com](mailto:neill@laurenson.com)**







### **A scoping Workshop????? ,why, isn't that the Architects job, or the PM's job or the Engineers job??**

- The truth of the matter is that whilst these teams are very good at their jobs, they are insular and on very few occasions is the Project Manager or the BIM Coordinator sufficiently experienced across multiple trades and industries, to pick out the gaps between the lines of a scope or contract.
- These 'gaps' are very often the non-documented practical items that get learnt on sites, but very rarely documented, they therefore become variations.
- We are experts in filling in between the lines, and with this breadth and depth of cross sector knowledge, we can ensure that a client benefits from running a Scoping Workshop.



# Scoping clarity avoids:

- Programming delays
- Variations

# It Achieves:

- Fluid professional project completion
- Great team interaction with informed coordination of works
  - Margin surety for all
  - HAPPY CLIENTS

**Great scott Simpkins. its  
our profit after variations**





# WHEN SHOULD THE SCOPING WORKSHOP BE HELD?

**Ideally, one or even two scoping workshops could be held at Developed Design and Detailed Design stages.**

After tenders close and when a contractor has been short-listed as the favored option, and after the QS has checked the calculations of the bid, but **BEFORE** the contract is signed.

There is an approx. 8-to-10-day lead time before a workshop can commence, early bookings are vital. This lead time allows us to receive, read and analyse the project documentation.

**We can do a Rapid Review for clients if they need us to, generally with a 48 Hour lead time, without much pre-work on our behalf but the workshop will still be effective.**





# Kingsman Project Scoping Workshop

## TWO WAY WORKSHOP

### (Swings and roundabouts..)

- The intention of this workshop is to highlight gaps in scope in any trade or design, and will result in some gaps being highlighted , **BUT** it may also highlight double ups or overlapping design and scope that will result in savings for the client.
- Teams are expected to bring all of these items to the table for analysis during the workshop.



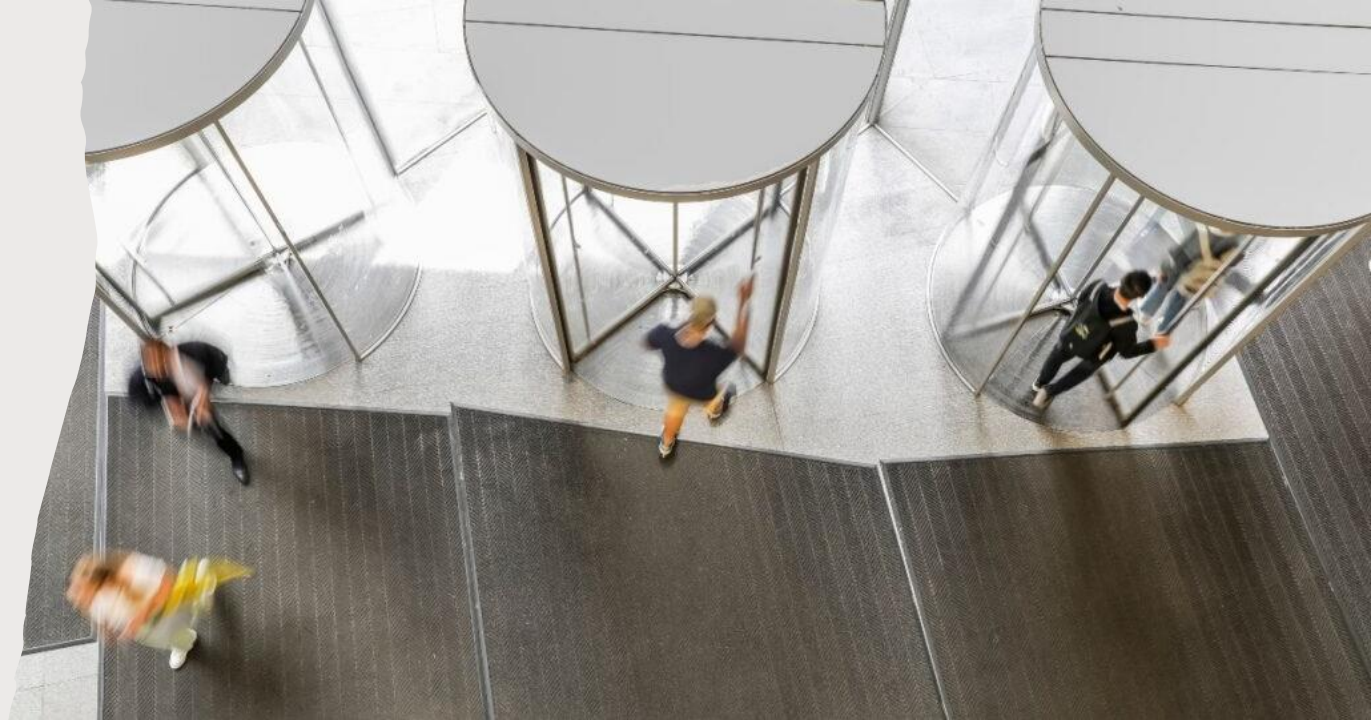


# Workshop process

The workshop is a 'light-speed' run through of the contract and scope, it is NOT an infinitely detailed, drawing by drawing analysis of scope, but given the knowledge of the project by attendees, it will / should expose any issues.

**It is vital that people attending the workshop are the most knowledgeable in regard to this projects scope, costs etc. for their portion of work.**

Questions raised may seem 'dumb', but they will expose omits or clarify a watertight scope in relation the contract and protect the client from unnecessary variations.





# HOW?



- Kingsman PM (KP) will provide you with a fixed price to facilitate the workshop and summarise the findings, a full audio recording will be available too if required.
- KP will require the following from a client 2 weeks before a workshop:
  - Full set of Architectural, structural and services drawings on PDF via Dropbox or the like.
  - A full list of contacts that will attend the workshop - company names, contact names, emails and tel. #'s in an excel spreadsheet format.
  - A briefing on the basis of the contract. [Design/Build , GMP etc..]

KP will:

- Brief all the attendees.
- Issue the blank KP Scope of Works forms for them to complete and return 72 hours before the workshop.
- Coordinate the time and date with all relevant parties.
- Arrange the venue with the Main Contractor or the client.
- Assemble a set of pre-workshop queries.
- Follow a structured line of 'interrogation' based on programme and design, from a 'ground to roof' approach, using Wk.'s own 'Scope Interrogation Schedule'.

KP Pricing

- We will assemble a fixed daily fee proposal for a client based on the nature and scale of the project.

*\* Terms of Engagement are 'Best Endeavors' - Kingsman PM accepts no liabilities for cost over runs, variations , fees or any other costs or future judgments between parties, in relation to the project engaged for, at any time, in perpetuity.*

# Kingsman PM Project Scoping Workshop





# Kingsman PM : Project Scoping Workshop

## TIMING

- KP will briefly study the sets of drawings provided to get an understanding of the project scale and complexity.
- The cost of this included in the workshop rate but if the workshop does not proceed, unless cancelled by KP, KP will provide a written fixed price quote for the workshop, venue and catering to be provided by the client.
- PO # Received by KP by client with 30% deposit.
- Approx. two weeks of preparation, briefing and scheduling coordination.
- Workshops held.
- Report prepared within 48 hours of the workshop being completed, issued to client with the KP final invoice.



## Kingsman PM - Project Scoping Workshop

**LISTENING** to what team members are saying they are NOT responsible for is as important as noting what they say they ARE responsible for!

It is **VITAL** that attention is focused on everyone else's commentary and that open and honest feedback and input is provided.





# Project Scoping Workshop

## ATTENDEES

Client representative / PM if appointed \*

Architect \*\*

Main Contractor QS \*\*

External QS & / or Engineer To The Contract \*\*

Main Contractor Project Manager \*\*

Design Engineers representatives \*\*\*

Major Subcontractors QS / representatives \*\*\*

Programmer [If appointed] \*

**NOTE: No legal representatives for any entity are to take part in these workshops.**

- \* Can attend / If required
- \*\* Must attend whole session
- \*\*\* Must attend time allocated session





# Kingsman PM Project Scoping Workshop

**An independent, professional and  
Impartial look at your potential project  
scope 'gaps'.**

**CONTACT**

**+61(0)488 061 292**

**Neill@Laurenson.com**