Scope of work

# Management

| **Description** | **Revision** | **Responsible** | **Notes** |
| --- | --- | --- | --- |
| **Project Management** |  |  |  |
| *Project Execution Plan Includes:* |  |  |  |
| - Project objective | Short Description | CONTOSO |  |
| - Work breakdown structure (WBS) | x | CONTOSO |  |
| **Engineering Management** |  |  |  |
| Engineering management plan | x | CONTOSO |  |
| IT plan | Final | CONTOSO |  |

| **Activities** | **Responsible** | **Notes** |
| --- | --- | --- |
| **Document Management** |  |  |
| Database setup and coordination (S@P/Dochotel) | CONTOSO |  |
| **Project Administration - General Project Arrangements** |  |  |
| Project meeting arrangements with Customer, Suppliers and other stakeholders | CONTOSO |  |
| Other project related arrangements, if applicable (e.g. paper copies etc.) | CONTOSO |  |
| **Internal Activities** |  |  |
| **Document Management** |  |  |
| Archiving (S@P/Dochotel) | Option |  |
| **Project Administration - General Project Arrangements** |  |  |
| Internal (meetings, travel, invoicing, etc.) | CONTOSO |  |
| Project contact list | CONTOSO |  |

# Engineering

| **Description** | **Revision** | **Responsible** | **Notes** |
| --- | --- | --- | --- |
| **General Electrical Engineering** *sfsfsdfsf* |  |  |  |
| Electrical engineering design criteria | x | CONTOSO |  |
| Electrical instructions for equipment and machinery Suppliers | x | Option |  |
| List of recommended electrical equipment and components (component standard) | x | Others |  |
| Item designation and marking instructions for electrical equipment, parts and components | - | Excluded |  |
| **Building Electrification Engineering** |  |  |  |
| Building electrification design criteria | - | Excluded |  |
| Lighting layouts | x | Option |  |
| Typical installation detail drawings | x | CONTOSO |  |
| Maintenance power layout | x | CONTOSO |  |

# Civil and Structural

| **Description** | **Revision** | **Responsible** | **Notes** |
| --- | --- | --- | --- |
| **Civil and Structural** |  |  |  |
| Building areas and volumes | Preliminary | CONTOSO |  |
| Building description | Option | CONTOSO |  |
| Basic structural calculations of building frames and members | Preliminary for enquiry | CONTOSO |  |
| General arrangement drawings and typical details for wall and roof structures | Preliminary | CONTOSO |  |
| General arrangement drawings for masonry | x | CONTOSO |  |
| **Architectural Design** |  |  |  |
| Preliminary ideas and sketches - Outlook of the buildings | Option | CONTOSO |  |
| Site plan | Final | Option |  |
| Building layout | x | Option |  |
| **HVAC Engineering** |  |  |  |
| Space reservations and loads for main HVAC equipment and main ducts | - | Excluded |  |
| **Detail Civil and Structural Engineering** |  |  |  |
| *Structural Calculations* |  |  |  |
| Final structural calculations for all load bearing structures | x | Option |  |

| **Activities** | **Responsible** | **Notes** |
| --- | --- | --- |
| **Civil and Structural Engineering***In* |  |  |
| Input to cost estimation | CONTOSO | test notes |
| Input to layout design | CONTOSO |  |
| **HVAC Engineering** |  |  |
| Input to cost estimate | Excluded |  |