

CPCBC4008B Matrix Map

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ELEMENTS AND PERFORMANCE CRITERIA

Element	Performance Criteria	Task / Question Map
1. Supervise the administration of claims and payment processes.	1.1. Contract payments are made in accordance with the contract allowance or orders.	<p>Manage on-site operations: Q1</p> <p>Contract agreement, variations and back charges administration: Q1 Q2 Q4</p> <p>Process progress claims and payments: Q1 Q2</p> <p>CPCBC4008B Assessment Requirements: Q1</p> <p>Workplace Task: administer claims, variations, and drawings for work done and materials supplied in accordance with relevant regulatory and organisational requirements</p>
	1.2. Drawings against allowances are carried out in accordance with organisation policy and procedures.	<p>Contract agreement, variations and back charges administration: Q3</p> <p>CPCBC4008B Assessment Requirements: Q1</p> <p>Workplace Task: administer claims, variations, and drawings for work done and materials supplied in accordance with relevant regulatory and organisational requirements</p>
	1.3. Variations to contracts are authorised and corrective action is taken where necessary.	<p>Contract agreement, variations and back charges administration: Q5 Q6</p> <p>CPCBC4008B Assessment Requirements: Q3</p> <p>Workplace Task: administer claims, variations, and drawings for work done and materials supplied in accordance with relevant regulatory and organisational requirements</p>
	1.4. Back-charges are applied in accordance with policy guidelines.	<p>Contract agreement, variations and back charges administration: Q7 Q8</p> <p>CPCBC4008B Assessment Requirements: Q4</p> <p>Workplace Task: administer claims, variations, and drawings for work done and materials supplied in accordance with relevant regulatory and organisational requirements</p>

	<p>1.5. Payment of invoices for material supply is authorised.</p>	<p>Manage on-site operations: Q9 Payments of invoices and insurance claims: Q1 Q2 Q3 Q4 Process progress claims and payments: Q1 Q2 CPCBC4008B Assessment Requirements: Q5 Workplace Task: administer claims, variations, and drawings for work done and materials supplied in accordance with relevant regulatory and organisational requirements</p>
	<p>1.6. Insurance claims for site loss or damage are completed and processed.</p>	<p>Payments of invoices and insurance claims: Q5 Q6 Q7 CPCBC4008B Assessment Requirements: Q6 Workplace Task: administer claims, variations, and drawings for work done and materials supplied in accordance with relevant regulatory and organisational requirements</p>
	<p>1.7. Administrative processes are conducted and supervised with reference to relevant regulatory and organisational requirements.</p>	<p>Payments of invoices and insurance claims: Q8 CPCBC4008B Assessment Requirements: Q7 ACTIVITY: Create a WHS Management System: Q1 Workplace Task: administer claims, variations, and drawings for work done and materials supplied in accordance with relevant regulatory and organisational requirements</p>
<p>2. Supervise and maintain on-site communications.</p>	<p>2.1. Diary of on-site communication and events is maintained, including communications with clients, contractors, inspections, union matters and suppliers.</p>	<p>On-site communication: Q1 Q2 Q3 Workplace Meetings: Q1 Q2 Q3 Site Communication : Q1 Q2 Q3 Q4 Q5 Q6 Supervising and maintaining on-site communications: Q1 ACTIVITY: Managing supply of materials and installation of equipment: Q1 Q2 CPCBC4008B Assessment Requirements: Q10 Workplace Task: establish functional on-site communication systems that include the systematic gathering of information on site events</p>
	<p>2.2. File notes detailing specific instructions are prepared and issued.</p>	<p>On-site communication: Q1 Q4 Site Communication : Q1 Q2 Q3 Q4 Q5 Q6 Supervising and maintaining on-site communications: Q1 CPCBC4008B Assessment Requirements: Q10 Workplace Task: establish functional on-site communication systems that include the systematic gathering of information on site events</p>

	<p>2.3. Site reports detailing specific supervisory inspections are prepared and kept.</p>	<p>On-site communication: Q1 Site Communication : Q1 Q2 Q3 Q4 Q5 Q6 Supervising and maintaining on-site communications: Q1 CPCBC4008B Assessment Requirements: Q10 Workplace Task: establish functional on-site communication systems that include the systematic gathering of information on site events</p>
	<p>2.4. Variation requests or requirements are communicated to the appropriate person.</p>	<p>On-site communication: Q1 Q5 Site Communication : Q1 Q2 Q3 Q4 Q5 Q6 Supervising and maintaining on-site communications: Q1 CPCBC4008B Assessment Requirements: Q10 Workplace Task: establish functional on-site communication systems that include the systematic gathering of information on site events</p>
	<p>2.5. Requests for extensions of time are communicated to the appropriate person.</p>	<p>On-site communication: Q1 Q6 Site Communication : Q1 Q2 Q3 Q4 Q5 Q6 Supervising and maintaining on-site communications: Q1 CPCBC4008B Assessment Requirements: Q10 Workplace Task: administer on-site project completion procedures and inform client as required.</p>
	<p>2.6. Notice of unsatisfactory work is communicated in writing to the appropriate individuals.</p>	<p>On-site communication: Q1 Q7 Site Communication : Q1 Q2 Q3 Q4 Q5 Q6 Supervising and maintaining on-site communications: Q1 ACTIVITY: Organising a Site Meeting: Q1 CPCBC4008B Assessment Requirements: Q10 Workplace Task: assess work against construction quality standards and ensure that rework is carried out</p>
	<p>2.7. Administrative processes are conducted and supervised with reference to relevant regulatory and organisational requirements.</p>	<p>On-site communication: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Site Communication : Q1 Q2 Q3 Q4 Q5 Q6 Supervising and maintaining on-site communications: Q1 CPCBC4008B Assessment Requirements: Q10 ACTIVITY: Sub-Contracting Contracts: Q1 Workplace Task: establish functional on-site communication systems that include the systematic gathering of information on site events</p>

<p>3. Ensure management of and compliance with quality control procedures.</p>	<p>3.1. Relevant quality control procedures are identified.</p>	<p>ACTIVITY: Organising a Site Meeting: Q1 Quality control procedures: Q1 Identifying and checking the design of footing and/or slab: Q1 Q2 Q3 Q4 Q5 Q6 Q7 ACTIVITY: Supervising testing of materials on site for suitability and fitness for purpose: Q1 Q2 Q3 Q4 Q5 ACTIVITY: Ensuring management of and compliance with quality control procedures: Q1 Q2 CPCBC4008B Assessment Requirements: Q12 Quality control of thermal efficiency measures: Q1 Q2 Testing the waterproofing: Q1 Q2 Q3 Workplace Task: maintain and monitor on-site quality processes</p>
	<p>3.2. Site checklists detailing specific items to be inspected at appropriate stages are used and completed.</p>	<p>Quality control procedures: Q2 Q3 ACTIVITY: Ensuring management of and compliance with quality control procedures: Q1 Q2 CPCBC4008B Assessment Requirements: Q12 SCENARIO: Insulation Quality Assurance: Q1 Workplace Task: maintain and monitor on-site quality processes</p>
	<p>3.3. Industry and organisational quality manuals and procedures are used in managing the quality process.</p>	<p>Quality control procedures: Q4 CPCBC4008B Assessment Requirements: Q12 Workplace Task: assess work against construction quality standards and ensure that rework is carried out</p>
	<p>3.4. Local authority inspections are arranged.</p>	<p>Quality control procedures: Q5 CPCBC4008B Assessment Requirements: Q12 Testing the waterproofing: Q2</p>
	<p>3.5. Quality requirements are communicated to on-site personnel and building work is assessed against construction standards.</p>	<p>Quality control procedures: Q6 ACTIVITY: Supervising testing of materials on site for suitability and fitness for purpose: Q1 Q2 Q3 Q4 Q5 CPCBC4008B Assessment Requirements: Q12 Testing the waterproofing: Q3 Workplace Task: assess work against construction quality standards and ensure that rework is carried out</p>

	<p>3.6. Processes are put in place to supervise on-site work to ensure the performance of work to industry, regulatory and contractual standards.</p>	<p>Quality control procedures: Q7 ACTIVITY: Ensuring management of and compliance with quality control procedures: Q1 Q2 CPCBC4008B Assessment Requirements: Q12 Testing the waterproofing: Q2 Workplace Task: maintain and monitor on-site quality processes</p>
	<p>3.7. Contractual quality standards are met.</p>	<p>Quality control procedures: Q6 ACTIVITY: Ensuring management of and compliance with quality control procedures: Q1 Q2 ACTIVITY: Managing supply of materials and installation of equipment: Q1 Q2 CPCBC4008B Assessment Requirements: Q12 Workplace Task: assess work against construction quality standards and ensure that rework is carried out</p>
<p>4. Complete project administration processes.</p>	<p>4.1. Project administration processes and preparation for practical completion are carried out in accordance with the contract requirements and company policy.</p>	<p>Practical completion inspection procedure: Q1 Completing project administration: Q1 CPCBC4008B Assessment Requirements: Q15 Workplace Task: administer on-site project completion procedures and inform client as required.</p>
	<p>4.2. Practical completion inspection procedure is identified, communicated to the client and applied on site.</p>	<p>Practical completion inspection procedure: Q2 Q3 Completing project administration: Q1 CPCBC4008B Assessment Requirements: Q15 Workplace Task: administer on-site project completion procedures and inform client as required.</p>
	<p>4.3. Handover procedures are identified and carried out in accordance with organisational policy.</p>	<p>Practical completion inspection procedure: Q4 Q5 Handover procedures and certificates: Q1 Q2 Completing project administration: Q1 CPCBC4008B Assessment Requirements: Q15 Workplace Task: administer on-site project completion procedures and inform client as required.</p>
	<p>4.4. Certificates and appropriate client information are provided at handover, including termite protection and appliance warranties.</p>	<p>Handover procedures and certificates: Q3 Q4 Completing project administration: Q1 CPCBC4008B Assessment Requirements: Q15 Workplace Task: administer on-site project completion procedures and inform client as required.</p>

	<p>4.5. Defects liability items are obtained from clients.</p>	<p>Rectifying defects and client sign-off: Q1 Q2 Q3 Completing project administration: Q1 CPCBC4008B Assessment Requirements: Q15 Workplace Task: administer on-site project completion procedures and inform client as required.</p>
	<p>4.6. Defects are rectified and client sign-off is obtained.</p>	<p>Rectifying defects and client sign-off: Q1 Q2 Q3 Completing project administration: Q1 CPCBC4008B Assessment Requirements: Q15 Workplace Task: administer on-site project completion procedures and inform client as required.</p>
	<p>4.7. Administrative processes are conducted and supervised with reference to relevant regulatory and organisational requirements.</p>	<p>Rectifying defects and client sign-off: Q4 Q5 Completing project administration: Q1 CPCBC4008B Assessment Requirements: Q15 Workplace Task: administer on-site project completion procedures and inform client as required.</p>

REQUIRED SKILLS

Required Skill	Task / Question Map
Required skills for this unit are:	
<i>application of contract terms and conditions</i>	<p><i>Contract agreement, variations and back charges administration: Q2</i></p> <p><i>Quality control procedures: Q6</i></p> <p><i>CPCBC4008B Assessment Requirements: Q1 Q2</i></p> <p><i>Workplace Task: administer on-site project completion procedures and inform client as required.</i></p>
<i>application of quality processes</i>	<p><i>Quality control procedures: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i></p> <p><i>CPCBC4008B Assessment Requirements: Q11 Q12</i></p> <p><i>Quality control of thermal efficiency measures: Q2</i></p> <p><i>SCENARIO: Insulation Quality Assurance: Q1</i></p> <p><i>Testing the waterproofing: Q3</i></p> <p><i>Workplace Task: assess work against construction quality standards and ensure that rework is carried out</i></p>
communication skills to:	
<i>communicate request and requirements</i>	<p><i>Payments of invoices and insurance claims: Q6</i></p> <p><i>Site Communication : Q1 Q2 Q3 Q4 Q5 Q6</i></p> <p><i>ACTIVITY: Organising a Site Meeting: Q1</i></p> <p><i>CPCBC4008B Assessment Requirements: Q9</i></p> <p><i>Testing the waterproofing: Q3</i></p> <p><i>Workplace Task: establish functional on-site communication systems that include the systematic gathering of information on site events</i></p>
<i>communicate with the client and regulatory authorities</i>	<p><i>Payments of invoices and insurance claims: Q6 Q7</i></p> <p><i>CPCBC4008B Assessment Requirements: Q3 Q4 Q9 Q12</i></p>
<i>enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand</i>	<p><i>Payments of invoices and insurance claims: Q8</i></p> <p><i>On-site communication: Q1</i></p> <p><i>Site Communication : Q1 Q2 Q3 Q4 Q5 Q6</i></p> <p><i>CPCBC4008B Assessment Requirements: Q9</i></p>

<p><i>facilitate on-site meetings and dispute resolution</i></p>	<p>On-site communication: Q2 Workplace Meetings: Q1 Q2 Q3 Site Communication : Q1 Q2 Q3 Q4 Q5 Q6 ACTIVITY: Organising a Site Meeting: Q1 CPCCBC4008B Assessment Requirements: Q9 Workplace Task: establish functional on-site communication systems that include the systematic gathering of information on site events</p>
<p>read and interpret:</p>	
<p><i>quality control procedures</i></p>	<p>ACTIVITY: Organising a Site Meeting: Q1 ACTIVITY: Supervising testing of materials on site for suitability and fitness for purpose: Q1 Q2 Q3 Q4 Q5 ACTIVITY: Ensuring management of and compliance with quality control procedures: Q1 Q2 CPCCBC4008B Assessment Requirements: Q11 Q12 Quality control of thermal efficiency measures: Q1 Q2 SCENARIO: Insulation Quality Assurance: Q1</p>
<p><i>regulatory and organisational requirements</i></p>	<p>Contract agreement, variations and back charges administration: Q2</p>
<p><i>other relevant workplace documentation</i></p>	<p>Payments of invoices and insurance claims: Q1 Q2 Q3 Q4 ACTIVITY: Sub-Contracting Contracts: Q1</p>
<p><i>use language and concepts appropriate to cultural differences</i></p>	<p>CPCCBC4008B Assessment Requirements: Q9</p>
<p><i>use and interpret non-verbal communication</i></p>	<p>ACTIVITY: Organising a Site Meeting: Q1 CPCCBC4008B Assessment Requirements: Q9 ACTIVITY: Sub-Contracting Contracts: Q1</p>
<p>written skills to:</p>	
<p><i>complete site reports</i></p>	<p>ACTIVITY: Ensuring management of and compliance with quality control procedures: Q1 Q2 Rectifying defects and client sign-off: Q5 SCENARIO: Insulation Quality Assurance: Q1 Workplace Task: administer on-site project completion procedures and inform client as required.</p>

<p><i>develop and maintain site records</i></p>	<p><i>Contract agreement, variations and back charges administration: Q5 Q6</i> <i>ACTIVITY: Supervising testing of materials on site for suitability and fitness for purpose: Q1 Q2 Q3 Q4 Q5</i> <i>ACTIVITY: Ensuring management of and compliance with quality control procedures: Q1 Q2</i> <i>Workplace Task: establish functional on-site communication systems that include the systematic gathering of information on site events</i></p>
<p><i>interpersonal skills relevant to the supervision and monitoring of work processes</i></p>	<p><i>ACTIVITY: Organising a Site Meeting: Q1</i> <i>CPCBC4008B Assessment Requirements: Q9</i></p>
<p><i>numeracy skills to apply calculations.</i></p>	<p><i>Contract agreement, variations and back charges administration: Q8</i></p>

REQUIRED KNOWLEDGE

Required Knowledge	Task / Question Map
Required knowledge for this unit is:	
<i>building and construction industry contract payment system and obligations</i>	<i>Contract agreement, variations and back charges administration: Q1 Q2 Q4 Payments of invoices and insurance claims: Q1 Practical completion inspection procedure: Q2 ACTIVITY: Sub-Contracting Contracts: Q1</i>
<i>building and construction industry standards</i>	<i>Quality control procedures: Q4 Q5 Q6 Q7</i>
<i>certification requirements arising from work performed under regulations or local authority requirements</i>	<i>Handover procedures and certificates: Q3 Q4 CPCBC4008B Assessment Requirements: Q11 Testing the waterproofing: Q2</i>
<i>contract variation procedures and associated documentation requirements</i>	<i>Contract agreement, variations and back charges administration: Q5 Q6 CPCBC4008B Assessment Requirements: Q3</i>
<i>contracts employed in the building and construction industry.</i>	<i>Contract agreement, variations and back charges administration: Q1 Q2 Q4 Practical completion inspection procedure: Q1 ACTIVITY: Sub-Contracting Contracts: Q1</i>

CRITICAL ASPECTS

Critical Aspects	Task / Question Map
A person who demonstrates competency in this unit must be able to provide evidence of the ability to:	
<i>administer claims, variations, and drawings for work done and materials supplied in accordance with relevant regulatory and organisational requirements</i>	<p><i>Manage on-site operations: Q1 Q2 Q6 Q7 Q8 Q9</i></p> <p><i>Contract agreement, variations and back charges administration: Q1 Q2 Q4 Q5 Q6 Q7 Q8</i></p> <p><i>Payments of invoices and insurance claims: Q1</i></p> <p><i>Process progress claims and payments: Q1 Q2</i></p> <p><i>CPCBC4008B Assessment Requirements: Q2 Q3</i></p> <p><i>Workplace Task: administer claims, variations, and drawings for work done and materials supplied in accordance with relevant regulatory and organisational requirements</i></p>
<i>establish functional on-site communication systems that include the systematic gathering of information on site events</i>	<p><i>Manage on-site operations: Q2 Q3</i></p> <p><i>Site Communication : Q1 Q2 Q3 Q4 Q5 Q6</i></p> <p><i>ACTIVITY: Organising a Site Meeting: Q1</i></p> <p><i>CPCBC4008B Assessment Requirements: Q9 Q10</i></p> <p><i>Testing the waterproofing: Q3</i></p> <p><i>Workplace Task: establish functional on-site communication systems that include the systematic gathering of information on site events</i></p>
<i>implement a site safety policy</i>	<p><i>Quality control procedures: Q4</i></p> <p><i>CPCBC4008B Assessment Requirements: Q12</i></p> <p><i>ACTIVITY: Create a WHS Management System: Q1</i></p> <p><i>Workplace Task: implement a site safety policy</i></p>

<p><i>maintain and monitor on-site quality processes</i></p>	<p><i>Manage on-site operations: Q7</i> <i>ACTIVITY: Organising a Site Meeting: Q1</i> <i>Quality control procedures: Q6 Q7</i> <i>ACTIVITY: Supervising testing of materials on site for suitability and fitness for purpose: Q1 Q2 Q3 Q4 Q5</i> <i>ACTIVITY: Ensuring management of and compliance with quality control procedures: Q1 Q2</i> <i>CPCBC4008B Assessment Requirements: Q12 Q13</i> <i>Quality control of thermal efficiency measures: Q1 Q2</i> <i>SCENARIO: Insulation Quality Assurance: Q1</i> <i>Testing the waterproofing: Q2 Q3</i> <i>Workplace Task: maintain and monitor on-site quality processes</i></p>
<p><i>assess work against construction quality standards and ensure that rework is carried out</i></p>	<p><i>Quality control procedures: Q6 Q7</i> <i>Identifying and checking the design of footing and/or slab: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i> <i>Practical completion inspection procedure: Q4 Q5</i> <i>CPCBC4008B Assessment Requirements: Q15</i> <i>SCENARIO: Insulation Quality Assurance: Q1</i> <i>Testing the waterproofing: Q2 Q3</i> <i>Workplace Task: assess work against construction quality standards and ensure that rework is carried out</i></p>
<p><i>administer on-site project completion procedures and inform client as required.</i></p>	<p><i>Handover procedures and certificates: Q1 Q2 Q3 Q4</i> <i>Rectifying defects and client sign-off: Q1 Q2 Q3 Q4 Q5</i> <i>CPCBC4008B Assessment Requirements: Q15</i> <i>Workplace Task: administer on-site project completion procedures and inform client as required.</i></p>

RANGE STATEMENTS

Range Statements	Task / Question Map	
<i>Regulatory and organisational requirements include:</i>	<i>building approval conditions</i>	<i>Payments of invoices and insurance claims: Q8</i>
	<i>contract documents</i>	<i>Payments of invoices and insurance claims: Q8 ACTIVITY: Sub-Contracting Contracts: Q1</i>
	<i>engineer reports</i>	<i>Payments of invoices and insurance claims: Q8 ACTIVITY: Supervising testing of materials on site for suitability and fitness for purpose: Q1 Q2 Q3 Q4 Q5</i>
	<i>environmental standards</i>	<i>Payments of invoices and insurance claims: Q8 Quality control of thermal efficiency measures: Q1 Q2</i>
	<i>planning and scheduling</i>	<i>Payments of invoices and insurance claims: Q8 Testing the waterproofing: Q2</i>
	<i>plans and specifications</i>	<i>Payments of invoices and insurance claims: Q8 SCENARIO: Insulation Quality Assurance: Q1</i>
	<i>safety management plans</i>	<i>Payments of invoices and insurance claims: Q8 ACTIVITY: Create a WHS Management System: Q1 Workplace Task: implement a site safety policy</i>
	<i>site consultations</i>	<i>Payments of invoices and insurance claims: Q8 ACTIVITY: Organising a Site Meeting: Q1 Testing the waterproofing: Q3</i>
	<i>wage and taxation requirements.</i>	<i>Payments of invoices and insurance claims: Q8</i>
<i>On-site communication includes:</i>	<i>allocating and managing human resources</i>	<i>Site Communication : Q1</i>
	<i>applying communication and interpersonal skills to facilitate dispute prevention and resolution</i>	<i>Site Communication : Q2 Testing the waterproofing: Q3</i>
	<i>communicating with regulatory authorities and ensuring conformity with relevant requirements</i>	<i>Payments of invoices and insurance claims: Q1 Q6 Q7 Site Communication : Q3 Testing the waterproofing: Q2</i>

	<i>dispersal and scheduling of plant and equipment</i>	<i>Site Communication : Q4</i>
	<i>maintaining environmental controls and obligations</i>	<i>Payments of invoices and insurance claims: Q8 Site Communication : Q5</i>
	<i>managing expenditure</i>	<i>Process progress claims and payments: Q1 Q2</i>
	<i>participating in on-site meetings</i>	<i>Workplace Meetings: Q1 Q2 Q3 Site Communication : Q6 ACTIVITY: Organising a Site Meeting: Q1 Testing the waterproofing: Q3</i>
	<i>placing orders for supplies or equipment.</i>	<i>ACTIVITY: Managing supply of materials and installation of equipment: Q1 Q2</i>
<i>Quality control procedure includes:</i>	<i>checking materials supplied to the site</i>	<i>ACTIVITY: Supervising testing of materials on site for suitability and fitness for purpose: Q1 Q2 Q3 Q4 Q5 ACTIVITY: Managing supply of materials and installation of equipment: Q1 Q2</i>
	<i>comparing materials against specifications</i>	<i>ACTIVITY: Supervising testing of materials on site for suitability and fitness for purpose: Q1 Q2 Q3 Q4 Q5 ACTIVITY: Managing supply of materials and installation of equipment: Q1 Q2 SCENARIO: Insulation Quality Assurance: Q1</i>
	<i>quality checklists</i>	<i>ACTIVITY: Ensuring management of and compliance with quality control procedures: Q1 Q2 SCENARIO: Insulation Quality Assurance: Q1</i>
	<i>regular on-site progress and quality checks</i>	<i>Identifying and checking the design of footing and/or slab: Q1 Q2 Q3 Q4 Q5 Q6 Q7 ACTIVITY: Ensuring management of and compliance with quality control procedures: Q1 Q2 Quality control of thermal efficiency measures: Q1 Q2 SCENARIO: Insulation Quality Assurance: Q1 Testing the waterproofing: Q3</i>
	<i>reviews of plans and specifications with clients.</i>	
<i>Project administration processes include:</i>	<i>contract variations</i>	<i>Completing project administration: Q1</i>
	<i>defect identification and rectification</i>	<i>Completing project administration: Q1 Testing the waterproofing: Q1 Q2 Q3</i>
	<i>determining project progress</i>	<i>Completing project administration: Q1</i>

	<i>inspections</i>	<i>ACTIVITY: Ensuring management of and compliance with quality control procedures: Q1 Q2 Completing project administration: Q1 Testing the waterproofing: Q2</i>
	<i>obtaining required certification</i>	<i>Completing project administration: Q1</i>
	<i>progress payments.</i>	<i>Process progress claims and payments: Q1 Q2 Completing project administration: Q1</i>