

## Appendix A – Course Outline

TOPIC	DESCRIPTION
<p><b>1. Introduction</b></p> <p><b>Objective</b> To present participants with an overview of the course, its philosophy and about the author.</p>	<ul style="list-style-type: none"> <li>• Course Objectives</li> <li>• Risk Management Approach</li> <li>• References</li> <li>• About The Author</li> </ul>
<p><b>2. Being an Owner Builder</b></p> <p><b>Objective</b> To give an overview of the roles and responsibilities of the owner builder with information that will prepare them for the planning stage. Special consideration given to Statutory &amp; other insurance options.</p>	<ul style="list-style-type: none"> <li>• Module 1: What Is An Owner-Builder</li> <li>• Module 2: Insurance</li> <li>• Module 3: Budgets / Finance</li> </ul>
<p><b>3. Statutory Authorities</b></p> <p><b>Objective</b> In Module1 the participants will have a better understanding of the processes for DA &amp; CC and the impact some conditions may have on budgets and contractor tenders.</p> <p>In Module 2 the participants will receive information relating to the role of utility service providers and other regulatory authorities.</p> <p>In Module 3 participants will have a better understanding of their responsibilities and obligations to ensure a safe and healthy work environment from work and environmental perspective.</p>	<ul style="list-style-type: none"> <li>• Module 1: Council's Development Consent &amp; Building Approval</li> <li>• Module 2: Regulatory Authorities. The role of utility service providers and the process.</li> <li>• Module 3: The OH&amp;S obligations of the owner builder</li> </ul>
<p><b>4. Contracts</b></p> <p><b>Objective</b> To give participants to a understanding of contract fundamentals and the different types of contracts relevant to Owner Builders.</p>	<ul style="list-style-type: none"> <li>• Module 1: Contracts And Contract Types</li> <li>• Module 2: Contracts Administration</li> <li>• Module 3: Dispute Resolution</li> <li>• Module 4: Contract Checklist</li> </ul>
<p><b>5. Preparation of Tenders</b></p> <p><b>Objective</b> To provide the participants with tools and techniques to improve the way they prepare request tenders or quotations from Contractors / Suppliers.</p>	<ul style="list-style-type: none"> <li>• Module 1: Prepare A Design Brief</li> <li>• Module 2: Trade Breakdown Approach</li> <li>• Module 3: Templates of Quotation Checklist</li> <li>• Module 4: Qualifying contractors with OFT and Tender evaluation process.</li> </ul>

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<p><b>6. Construction Program &amp; Cash Flow</b></p> <p><b>Objective</b>                      To give participants an insight into the preparation of an accurate and detailed construction program. This will assist them to determine milestones and accurate time lines which will greatly help in the scheduling and management of suppliers and contractors</p>	<ul style="list-style-type: none"> <li>• Module 1: Sample Project Program &amp; Commentary</li> </ul>
<p><b>7. The Construction Stage</b></p> <p><b>Objective</b>                      To look at the decision making and recording activities that arises during construction.</p> <p>To also discuss what signifies completion of a project and the responsibility of the contractors</p>	<ul style="list-style-type: none"> <li>• Module 1: Site Establishment /Preliminary Checklist</li> <li>• Module 2: Sample Site Diary</li> <li>• Module 3: Sample Project Management Templates                             <ul style="list-style-type: none"> <li>○ Site Meetings</li> <li>○ Procurement Schedule</li> <li>○ Request For Information (RFI)</li> <li>○ Site Instruction Etc.</li> </ul> </li> </ul>