

## Liverpool John Moores University

Title: CONTRACT ADMINISTRATION AND SITE MANAGEMENT  
Status: Definitive  
Code: **5110BEUG** (118220)  
Version Start Date: 01-08-2020

Owning School/Faculty: Civil Engineering and Built Environment  
Teaching School/Faculty: Civil Engineering and Built Environment

Team	Leader
John Gammon	Y

**Academic Level:** FHEQ5      **Credit Value:** 24      **Total Delivered Hours:** 48

**Total Learning Hours:** 240      **Private Study:** 192

### Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	48

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Essay	AS1	Essay	50	
Test	AS2	Test	50	

### Aims

*To establish competence in the practice of contract management for construction projects from both designer/client and contractor perspectives*

*To develop an understanding of the legal framework in which the practice of contract management must be undertaken.*

*To develop knowledge of both the management and day-to-day issues that affect construction project*

*To understand the key drivers and enablers for successful construction projects*

*To be able to demonstrate the principles and practice of good project management*

## Learning Outcomes

After completing the module the student should be able to:

- 1 Analyse and understand the roles of and relationships between members of the project team.
- 2 Evaluate the implications of the legal system, culture and context to contract management practices and methodologies
- 3 Analyse procurement techniques that are used in the UK construction industry and determine the most appropriate systems in given scenarios.
- 4 Prepare basic contract programmes for construction works using IT software, and from this information prepare schedules and cost plans suitable for tendering.
- 5 Evaluate the systems available for the control and monitoring of construction works with regard to cost, time, quality and risk, and understand how these apply to different projects

## Learning Outcomes of Assessments

The assessment item list is assessed via the learning outcomes listed:

ESSAY	1	2	3
TEST	4	5	

## Outline Syllabus

- Context of Construction – the project team, legal framework, health & safety, culture and context*
- Contracts – form, type, selection, operation and documentation*
- Forms of Contract JCT , NEC contracts*
- RIBA , CIAT contractual administration forms*
- Project Management - principles, tools and methodologies*
- Management Issues – cost and risk management, day-to-day issues, tools and techniques to maintain delivery*

*These elements will be considered with regards to cost, time, quality and risk.*

## Learning Activities

Lectures and tutorial workshops, supported where possible with site visits, guest lectures and videos.

Students should supplement their lecture notes with background reading; journals, digests, trade literature and also use the material that is available through electronic

databases and manufacturers.

## **Notes**

This module develops an understanding of, and competence in the administration and delivery of successful construction projects from inception to completion. It focuses on both management level issues and the practical day-to-day challenges, from both a client and contractor perspective.