

Get in the Game

Scope of Works, Site Plan and Sketch Design

Developing scope of works

Scope of works is a document which outlines the extent and quality of work relative to the cost of the project. It is an important document used to provide accurate information about the project.

The scale of your project will generally dictate the level of detail required in your scope of works. Ultimately, a clearly defined scope will assist the project team to achieve a successful project outcome.

Important factors to consider are:

- **Project parameters:**
 - *What* outcome do you want from the project?
 - *Why* does your project need to be built?
 - *When* does your project need to be complete?
- **Design approach:**
 - Have you considered your State Level Organisation's sport specific requirements?
 - Design criteria and constraints
 - Planning—fixed use/flexibility.
- **Siting requirements:**
 - Town planning matters (are there any?)
 - Building regulations, standards and approvals
 - Topography and earthworks (flat site, cut and fill)
 - Infrastructure—Water, Power, Sewer
 - Are these new or do you need to upgrade existing services?
 - What are the distances that the services need to be brought from?
 - Will you require Council connection or infrastructure/headwork's charges
 - Access - Pedestrian, car parking, landscaping (include provision for persons with a disability)
 - Fauna and flora impacts.
- **Building design requirements:**
 - Demolition works
 - Construction works – by stages or trade
 - Materials and finishes
 - Room functions, operation, sizes and requirements.

- **Building services requirements:**
 - Hydraulic—supply, stormwater, waste
 - Electrical—lights (external/internal), power
 - Mechanical—air conditioning
 - Communications and data
 - Fire services (larger projects)
 - Security – electronic or physical including fencing.
 - Signage—external and internal.
- **Procurement method:**
 - How will you procure or appoint contractors?

Depending on the cost of the project, the scope of works must be supported by either quotes or a quantity surveyor's estimate in accordance with the applicable grant program. When arranging quotes, a scope of works ensures contractors are quoting on the same works and makes it easier to compare quotes against each other.

What is a site plan and sketch design?

Both the site plan and sketch design are specific to the project.

A site plan shows the location or positioning of the new infrastructure relative to the site boundaries and potentially existing infrastructure at the site.

A sketch design should enable the department to clearly understand what the organisation plans to construct and must include the dimensions and main features of the project.

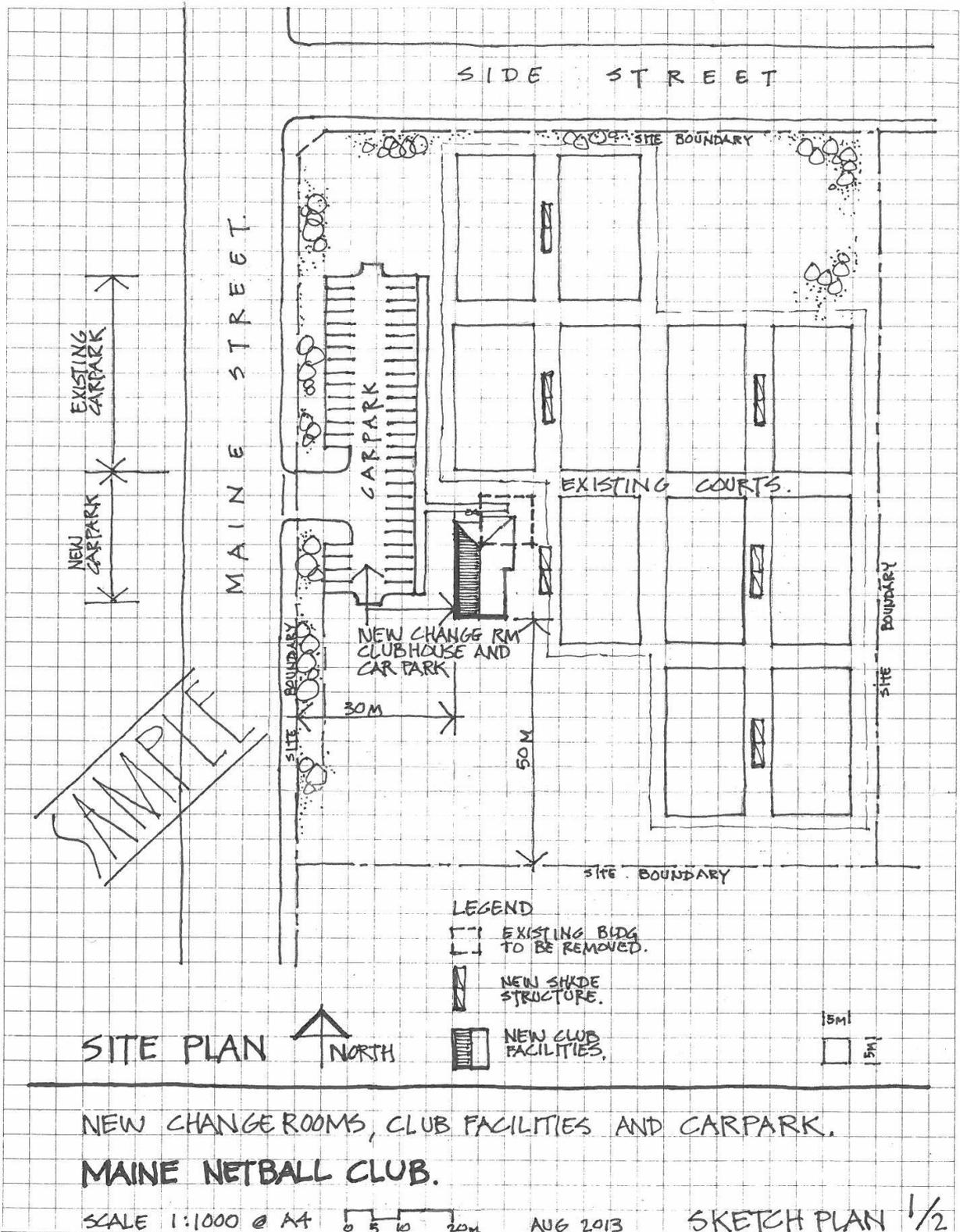
An example of a site plan and sketch design is attached to this fact sheet.

Need further information?

For further information on this and other funding programs, go to the following webpage www.qld.gov.au/recreation/sports/funding/getinthegame or contact your local Sport and Recreation advisor on 13 QGOV (13 7468).

Last updated 27/07/2018.

SITE PLAN



SKETCH DESIGN

