



GUIDELINES FOR PROJECT REPORT WRITING

Project Report for Project Managers (Pr. PM)

Provide two reports of 1500 words each. One detailing the successes that you have achieved on your project and how these were achieved, and the other detailing the challenges / frustrations and failures that you experienced on your project and how you handled these. Both reports must demonstrate your technical competence as well as your understanding and project management competence both as a *Principal Consultant* and *Principal Agent*.

The reports must be written under the following nine project management knowledge areas; (should be your headings)

1. Project Integration Management
2. Project Scope Management
3. Project Time Management
4. Project Cost Management
5. Project Quality management
6. Project Human Resources Management
7. Project Communication Management
8. Project Risk Management including Health and Safety Issues
9. Project Procurement Management

Project Report – For Registration as Construction Managers (Pr. CM)

Provide two reports of 1500 words each. One detailing the successes that you have achieved on your project and how these were achieved, and the other detailing the challenges / frustrations and failures that you experienced on your project and how you handled these. Both reports must demonstrate your technical competence in construction, your construction management competence in *the Co-ordination of Construction Processes (including work of subcontractors)*, and your *knowledge and understanding of Construction Contracts*.

The reports must be written under the following nine project management knowledge areas; (should be your headings)

1. Project Integration Management
2. Project Scope Management
3. Project Time Management
4. Project Cost Management
5. Project Quality management
6. Project Human Resources Management
7. Project Communication Management
8. Project Risk Management including Health and Safety Issues
9. Project Procurement Management.