

Project Implementation Process (PIP)

DPTI Asset Brief



What is the Project Implementation Process?

The Project Implementation Process (PIP) details the process for the development and delivery of construction projects. Key features of the PIP are:

- ensuring that projects meet service delivery needs consistent with the Government's strategic directions, agency business objectives and the business case agreed under the Strategic Infrastructure Plan for South Australia 5-Step process;
- requiring every construction project to have strong leadership from the Lead Agency and Lead Minister by taking responsibility for its progress from inception to handover and final completion;
- ensuring every project has construction procurement managed by an infrastructure agency and strategic input from Department of Treasury and Finance (DTF);
- selecting and assigning appropriate professional expertise to develop the approved concept, undertake design, manage risk, calculate cost and program times during the procurement process and to manage construction;
- establishing good project governance and clear lines of accountability for all phases of the project with documentation to provide an audit trail;
- adhering to the required gateway approvals process and the relevant legislative and policy framework; and
- providing a holistic approach that rigorously considers 'whole of life' costs, ecologically sustainable development initiatives and design options consistent with the triple bottom line of economic, environmental and social outcomes.

Applying the Project Implementation Process

The Project Implementation Process must be applied to every project that is a 'prescribed construction project' undertaken by agencies other than those defined as a 'prescribed public authority' in the [State Procurement Act 2004](#).

The policy is applicable regardless of whether the funding is State (capital or recurrent), Australian Government, local government, private sector or other funding sources.

The policy does not apply to minor construction projects, which are those under \$150,000 in value (excluding GST) on completion. These projects must be procured under the State Procurement Act 2004, [State Procurement Regulations 2005](#) and [State Procurement Board](#) policies. It also does not apply to major plant and equipment purchases or to information and communication technology (ICT) projects.

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Phases of the Project Implementation Process

The Project Implementation Process has six phases – Concept; Design; Documentation; Tender; Construction and Review. It provides detail to the requirements during each phase of construction procurement.

5.1 Concept

The project design team develops the project brief and concept options to the point where there are sufficient details to demonstrate that the preferred concept design is viable and acceptable to the Lead Agency and end users, the costs are within the agreed budget and any critical timelines will be met.

At the end of this phase the Lead Minister or delegate decides whether the project will proceed to Design and Documentation phases through Gateway Five.

5.2 Design

Design includes developing the approved concept design to a high level of design detail through schematic design and design development.

The design professionals contribute their expertise to ensure the design meets the functional and legislative requirements as well as Lead Agency standards.

5.3 Documentation

Documentation takes the developed design and prepares the detailed drawings and specification that will form the basis of the construction contract, including the preparation of the conditions of tendering and contract.

At the end of this phase the Lead Agency's Minister or delegate must decide whether the project will proceed to Tender phase through Gateway Six.

5.4 Tender

Tender includes establishing a tender field, calling tenders, evaluating tenders received and making recommendations for acceptance of tenders.

Calling and evaluating construction tenders is carried out in accordance with the tendering codes, and a final approval for budget and expenditure is obtained from Cabinet or the appropriate delegate and approval to enter into the contract is obtained from Cabinet or the appropriate delegate before awarding the construction contract(s).

At the end of this phase Cabinet, the Lead Minister or delegate as applicable must decide whether the project will proceed to Construction phase through Gateway Seven.

5.5 Construction

Construction includes the on-site activities by construction personnel, contractors and subcontractors that result in a new or refurbished infrastructure asset.

There are specific requirements to be met in the construction and commissioning of an infrastructure or building asset.

Progress of construction and timely response to issues as they arise are important elements of effective management during this high risk, high expenditure phase of construction projects.

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5.6 Review

Review includes feedback about products, processes and asset performance to develop design, construction and market intelligence to benefit future infrastructure or building projects.

It includes ensuring all construction work has been completed appropriately and there is a smooth handover of the asset to the end users or asset managers. It also includes monitoring the performance of the asset, generally for 12 months, and making adjustments as required in response to operational or end user issues

The Project Implementation Process in Depth

For a more detailed look at the Government of South Australia's Project Implementation Process, please see the [Construction Procurement Policy Project Implementation Process](#) document available online through the Department of Planning, Transport and Infrastructure website.