

Subject Description Form

Subject Code	BSE2503
Subject Title	Project and Contract Administration
Credit Value	3
Level	2
Pre-requisite Co-requisite Exclusion	Nil Nil Nil
Objectives	<ol style="list-style-type: none"> 1. To introduce basic knowledge of organizations in the construction industry and contract management issues. 2. To give an overview of construction project and working procedures of building construction. 3. To develop student's ability in planning and managing building services work with all project participants.
Intended Learning Outcomes	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> a) appraise and recognize the working relationship of parties in building projects; b) apply knowledge of building services engineering, project management methods and techniques, contract documents related to building services design and installation; c) understand the basic contractual procedures and key contractual provisions; d) understand the problems and difficulties in coordinating building services installations with others; and e) explain the responsibilities and liabilities of engineers in relation to tort of negligence and professional ethics. f) Understand the basic knowledge of project finance and economic appraisal.
Subject Synopsis/ Indicative Syllabus	<p>Management of building services contracting: An overview of project management for building services installation, contracting and site management. Site measurement and pricing of variations. Review of commissioning and its management. Handover of building services to client and consultant. Post contract work.</p> <p>Contractual procedures: An overview of key stages of a building contract, Standard Form of building contract used in Hong Kong, functions of the members of the project team, types and applications of various contractual arrangements. Contracts and sub-contracts, domestic and nominated sub-contractors, pre-contract procedures, nomination and selection, major contract provisions.</p> <p>Cashflow prediction: Expenditure, interim payment, S-curve, project finance and economic appraisal.</p> <p>Site organisation and control: Site offices, workshops, plant and stores, security, energy and environmental requirements, communication and site records, scheduling, protection and handling materials, execution of services work, building services integration and co-ordination, provisions and access for maintenance, on-site and off-site fabrication, quality control and site inspections.</p> <p>Tort and ethics: Professional responsibilities, negligence, liabilities, professional ethics.</p>
Teaching/Learning Methodology	<p>A major part of the teaching methodologies will be through the use of case studies and documents. More informal discussions will take place in tutorials. Students will discuss problems arising out of previous lectures and self study. Role-play will be used to involve students in active and participative way.</p> <p>The continuous mark is based on coursework, mini projects and in-class tutorial exercises.</p>

Assessment Methods in Alignment with Intended Learning Outcomes	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)				
			a	b	c	d	e
	Coursework	40	✓	✓	✓	✓	
	End-of-semester examination	60	✓	✓	✓		✓
	Total	100%					
<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>The continuous assessment is based on coursework, mini projects and in-class tutorial exercises.</p>							
Student Study Effort Required	Class contact:						
	▪ Lecture		23 Hrs.				
	▪ Seminar		4 Hrs.				
	▪ Tutorial		10 Hrs.				
	▪ In-class assessment		2 Hrs.				
	Other student study effort:						
	▪ Self study		30 Hrs.				
	▪ Seminar preparation		15 Hrs.				
	▪ Fieldwork		0 Hrs.				
	▪ Assessment preparation		15 Hrs.				
	▪ Exam preparation		20 Hrs.				
	Total student study effort		119 Hrs.				
Reading List and References	<p>Daniel W. Halpin & Bolivar A. Senior. Construction Management, 4th Edition, John Wiley & Sons, Inc., New York (2011)</p> <p>Agreement & Schedule of Conditions of Building Contract for the use in the Hong Kong Special Administrative Region, Published by HKIA, HKICM and HKIS (2006)</p> <p>Ashworth, A. Contractual Procedures in the Construction Industry, 6th Edition, Pearson Education, Harlow, UK (2012)</p> <p>Chartered Institute of Building (CIOB). Code of practice for project management for construction and development, 5th Edition, Wiley Blackwell, UK (2014)</p> <p>Lester, Albert. Project planning and control, 3rd Edition, Butterworth-Heinemann, Oxford, UK (2000)</p> <p>Liebing, Ralph W. The Construction Industry: processes, players and practices. Prentice Hall, N.J., (2001)</p> <p>Wild J. Site management of building services contractors, 1st Edition, E & FN Spon, London (1997)</p>						