Unit ref. J/600/7335 *** MANDATORY UNIT ***** (QCF Level 6 Credit Value 8)**

Unit No	5	Monitoring Construction Related Project Activities in the Workplace

1.3	Outline the type of people that should be notified of work schedules.

1. Project Manager: The project manager oversees the overall construction project and needs to be informed of work schedules to ensure coordination and alignment with the project plan.
2. Site Manager: The site manager is responsible for managing day-to-day operations on the construction site. They should be notified of work schedules to allocate resources, manage personnel, and ensure that work progresses as planned.
3. Construction Team: The construction team members, including supervisors, foremen, and workers, should be informed of work schedules. This allows them to plan their tasks, understand the sequence of activities, and ensure smooth execution of the project.
4. Subcontractors and Suppliers: Subcontractors and suppliers involved in the construction project need to be aware of work schedules to align their activities accordingly. Timely notification enables them to deliver timely materials and services, ensuring project continuity.
5. Health and Safety Personnel: Health and safety personnel should be notified of work schedules to assess potential risks and hazards associated with specific construction activities. This ensures appropriate safety measures are in place to protect workers and comply with regulations.
6. Client or Owner Representatives: The client or owner representatives should be notified of work schedules to maintain transparency and keep them informed about the progress and timing of construction activities. This helps manage expectations and facilitates effective communication.
7. Local Authorities and Regulatory Bodies: Depending on the nature of the project, local authorities and regulatory bodies may need to be notified of work schedules to obtain necessary permits, comply with regulations, and ensure adherence to legal requirements.

It's important to note that the specific individuals or organizations to be notified may vary depending on the scope and scale of the construction project and any contractual obligations. Therefore, it's essential to refer to the specific guidelines and requirements provided in your course materials or consult with your instructor for further clarification.

1.4	Describe ways and techniques of notifying people affected by the work about work schedules.

When it comes to notifying people affected by work about work schedules, there are several ways and techniques that can be used. Here are some common methods:

1. Written Communication: Written communication is a formal and effective way to notify individuals about work schedules. This can be done through formal letters, memos, emails, or project management software. Written communication provides a record of the notification and ensures clarity in conveying the work schedule details.
2. Meetings: Conducting meetings is an interactive way to notify people about work schedules. This allows for face-to-face communication, where project managers, site managers, and other stakeholders can explain the schedule in detail, address any concerns, and answer questions. Meetings also provide an opportunity for collaborative discussion and feedback.
3. Notice Boards: Posting work schedules on notice boards at strategic locations on the construction site is a practical method to notify workers, subcontractors, and others directly involved in the project. It ensures that individuals can easily access the schedule and refer to it as needed.
4. Digital Communication: In today's digital age, various digital communication channels can be utilized to notify people about work schedules. This includes sending notifications via mobile applications, text