

Improved Formatting and Layout of Documentation to Reduce the Work of the Contractors' Team

“Whilst SMM7 provides a common format on which quantities can be provided – it is not the basis on which all contractors or estimators rate. It is therefore usually more effective to provide measurement in a format that the estimator can understand and will use.” Appendix C

In recent proposals to a housing contractor we were able to make suggestions that more than halved the work of the contractor's estimating team.

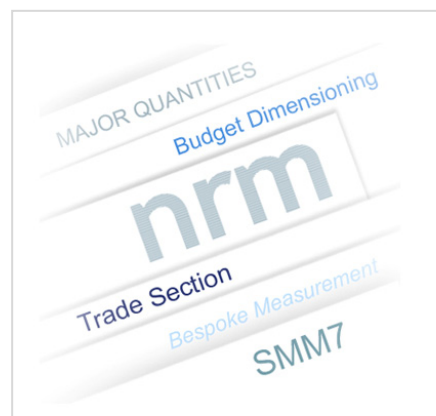
The Benefits of Better Formatting



- Files and documentation formatted to allow faster estimating with reduced risk of errors, omissions, duplication, reworking and waste.
- Partial (split) and completed bills provided in Excel, CITE and bespoke software formats for simple importation.
- Resourced billing service using ConQuest to reduce estimators' time.
- Employer and sub-contractor coded bills to facilitate alternative and multiple layouts at the click of a button.

A Few of the Methods We Use

- Early discussions with main contractors' estimators to identify and mirror rating methods and formatting requirements (rather than reliance upon standard EQS and software based systems).
- The use of models to ensure completeness and remove the risk of duplicated work.
- Use of tested checking procedures and feedback systems.



“It is not enough to do your best; you must know what to do, and then do your best.” Dr W Edwards Deming (Management Consultant)

How Much Time Do You Spend Editing Bills of Quantities?