

# 10 Delivery Principles

## For Delivery Managers

Person responsible for delivering the project, contract or service. E.g. Project Director, Project Manager, Contract Manager, Services Manager, Engineering Manager or Operations Manager for a program of works.

**These principles represent the Delivery Manager's commitment to act responsibly and take accountability for the project's success.**

 <b>Safety</b>	1	Attend weekly tool box/safety meetings and ensure Zero Harm plans are developed and supported.
 <b>Delivery management</b>	2	Follow the Downer Delivery Management Methodology and ask for help from your manager, PMO or divisional commercial team whenever necessary.
 <b>Commercial</b>	3	Understand the scope of work, the contract in its entirety and in particular, understand and comply with contractual time bars.
	4	Ensure signed subcontractor and supplier agreements are in place prior to their commencement.
 <b>Reporting</b>	5	Each month submit progress/payment claims, pursue payment and ensure the project's financial position is reported accurately.
	6	Provide productivity and performance information to your teams and ensure understanding.
	7	Ensure there is approved and up-to-date tracked programing/scheduling of the works or services to be delivered.
	8	Ensure registers for risk and opportunity, quality, communication, variations and delays are accurate and up-to-date.
	9	View a reduction in forecast margin as a loss and an improvement on budgeted margin a success.
 <b>Human resources</b>	10	Understand and manage the industrial relations environment impacting the project and ensure key employees receive the necessary training.