

Technical Specification Writing Programme Overview

Introduction and objectives

This two-day programme equips delegates with understanding, methodologies and tools for producing effective technical specifications.

The programme has been carefully constructed to enable delegates to:

- Understand the behaviours and dynamics of the different types of specifications.
- Set the standard of safety performance well in advance of procurement.
- Produce technical specifications containing clear, specific and relevant information and instruction which help responsible contractors to submit accurate and realistic bids.
- Use technical specifications as a means to identify and eliminate hazards at the planning phase and estimate costs and predict resource requirements more accurately.

Who should attend?

Professionals responsible for producing technical specifications including managers, engineers and procurement personnel.

Duration and preparation

This is a 2-day course which includes practical exercises and an assessed. A basic awareness and understanding of the organisations business processes relating to procurement and supply chain management.

Course reference materials

Copies of the training manual will be provided and delegates will receive an attendance certificate upon successful completion.

Programme content

The programme incorporates both theoretical and practical elements designed for the client context. Discussions and exercises throughout are based on our experience of the energy sector. The following core modules are covered:

- Objectives and purpose
- Types of specification and characteristics
 - Descriptive/Detailed Specification
 - Reference Standard Specification
 - Proprietary Specification
 - Performance/Functional Specification
- Selecting the correct type of specification
- Selecting contractors based on specification type
- Gathering input data
 - Macro data (creating context)
 - Micro data (relating to the past of service)
 - Considering micro data from lifecycle perspective (fulfilling immediate or long term needs)
 - Identifying and communicating operational barriers and considerations
 - Being clear about limitations and assumptions
- Understand project requirements
 - Work design e.g. method, process and tools
 - Work scheduling
 - Managing scope creep and variations
 - Project resources and skills
 - Requisite skills or competencies
- Value engineering - Costing linked with objectives of the specification
- Anatomy of a specification
 - Functional specification
 - Detailed specification
- Using specifications to influence cost, safety, performance and quality performance
- Reviewing bid submissions based on specifications
- Monitoring – Risk Based Approach

