

Services stages (PROCSA)

The PROCSA (Professional Consultants Services Agreement) professional services stages which are recommended for use in Africa are as follows:

STAGE 1: INCEPTION

Establish the client requirements and preferences, assess user needs and options, appointment of necessary consultants, establish the project brief including project objectives, priorities, constraints, assumptions, aspirations and strategies

STAGE 2: CONCEPT AND VIABILITY

Prepare and finalise the project concept in accordance with the brief including the scope, scale, character, form, function and preliminary programme and viability of the project

STAGE 3: DESIGN DEVELOPMENT

Develop the approved concept to finalise the design, outline specifications, cost plan, financial viability and programme for the project

STAGE 4: DOCUMENTATION AND PROCUREMENT

Prepare the construction and procurement documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for the execution of the project

STAGE 5: CONSTRUCTION

Manage, administer and monitor the contracts and processes, including the preparation and co-ordination of the procedures and documentation to facilitate practical completion of the works

STAGE 6: CLOSE-OUT

Fulfil and complete the project close-out including the preparation of the necessary documentation to facilitate effective completion, handover and operation of the project