



National Open University of Nigeria

SOP Title	Directorate of Physical Planning & Development
SOP No:	NQSA/SOP/IGM/016
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Directorate of Physical Planning & Development
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

Purpose

Detail steps to maximize efficiency at work

Activities

1. Project monitoring & evaluation.
2. Designing depends on specified professional
3. Preparation of Bill of Quantities for Proposed Building
4. Preparation of valuation for work done

- 5. Preparation of scale of fees
- 6. DPP&D Office Administration

Activities and Actions

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Timeline to complete each step	Action by (Name and ID number)	Evidence of completed Activity (Task)
1.	Project Monitoring & Evaluation	Inspections	7days		Pictures and Report.
		Site Meeting	30days		Pictures and Report.
		Handling Over and Commissioning	360days		Pictures and Report.
2.	Designing depends on specified professional	Drawings are done using CAD software	360days		Pictorial evidence.
3.	Preparation Of Bill Of Quantities For Proposed Building	Drawing are Retrieved From Electrical Engineer, Architect, Mechanical Engineer, Structural Engineer and Landscape design	360days		Pictorial evidence.
		Taking Off Is Done To Get Quantities			Pictorial evidence.
		Rates Are Developed	21days		Pictorial evidence.

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Timeline to complete each step	Action by (Name and ID number)	Evidence of completed Activity (Task)
		Through Market Survey			
		Bill Is Prepared Using Excel	60days		Pictorial Evidence.
4	Preparation of valuation for work done	Valuation inspection	7days		Pictorial evidence and site view of project carry out.
5	Preparation of scale of fees	Vetting of payment claims	7days		Pictorial evidence and site view of project carry out.
6.	DPP&D Office Administration	Management of office stationaries.	90days		Itemized activities carried out with dates.
		Management of office expenses and retirements of all spending.	90days		List out the documents used for retirements.
		Drafting/typing of letter, memos and reports on the directives of the director.	90days		List of letters, memos, and reports typed according to the directives of the director with dates.
		Preparation and coordination of all meetings in the directorate.	90days		List of meetings coordinated in the directorate within the period under consideration.
		Preparation of briefs and agenda for all meetings	90days		List of briefs and meeting agenda

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Timeline to complete each step	Action by (Name and ID number)	Evidence of completed Activity (Task)
					prepared with dates.
		Dispatching and receiving of memos, documents and letters for the directorate.	90days		List of memos, letters, and documents received or dispatched from the directorate.

Team of Developers

1. Mr. Segun Alemika
2. Attahiru AbdulAzeez Enagi