

REPORT ON THE PERFORMANCE OF CONSULTANT

Part I: To be completed by Project Manager, Estates Office

To: Ms Catherine Lee, Finance Manager, Budgets and Finance Unit

Report	Stage of Project	Date of Last Report, if any
<input type="checkbox"/> 1 st Report	Completion of Detailed Design	_____
<input type="checkbox"/> 2 nd Report	Completion of Construction	_____
<input type="checkbox"/> Final Report	Completion of Defects Liability Period	_____

Name of Consultant: _____

Type of Consultancy: _____

Domestic Sub-Consultants
(if any): _____

Nominated Sub-Consultants
(if any): _____

Name of Project: _____

Job Description: _____

Job Value: _____

Ref. No.: _____

Date of Appointment: _____

Date of Completion: _____

		Excellent	Good	Acceptable	Needs Improvement	Not Acceptable
1.1	Cost Control					
1.2	Time Control					
1.3	Quality Control					
1.4	Fulfillment of Functional / Planning Brief					
1.5	Organization of Project					
1.6	Crises Management					
1.7	Resourcefulness & Alternatives					
1.8	Innovativeness					
1.9	Completeness of information					
1.10	Sustainable & green initiatives					
1.11	User Feedback					

Overall Comment: ☐ Excellent ☐ Good ☐ Acceptable ☐ Needs Improvement ☐ Not Acceptable

Comments: _____

Project Manager (Name)

(Signature)

(Date)

Enter initials of Project Director / Project Manager

Part II: To be completed by Ms. Catherine Lee, Finance Manager, BFU

To: Ms. Rowena Lee, Technical Manager

Remarks:

For record and performance assessment.

Catherine Lee, Finance Manager (Signature)

(Date)

Part III: Performance Assessment Record

- Action:**
- ☐ Retain on list of consultants
 - ☐ Issue warning letter on _____
 - ☐ Remove from consultant list on _____

Notes:

Rowena Lee, TM (Signature)

(Date)