



PROCESS MAP OF PLANNING, QS & PS

(This document describes to control all the activities .
performed by and for the process implementation,
in accordance with ISO 9001:2015, ISO 14001:2015 &
ISO 45001:2018 requirements)



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MYHOME CONSTRUCTIONS PVT LTD

PROCESS MAP - PLANNING, QS & PS

Doc. No. MHCPL-PM04-QS&P

Rev. No. 02

Date: 15.04.2025

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Amendment History

Rev. No.	Date	DCR#	Page Affected	Reason for Change	Prepared	Approved
00	01.07.2019	--	All	Initial draft release of IMS documentation	JE	HOD - Planning & QS
01	30.06.2022	--	3,4,5,7,8,9,10, 11,12	Revisions in the organogram & System of Implementation.	Engineer	HOD - Planning & QS
02	15.04.2025	--	All	Addition of PS systems in the department	Sr. Engineer	HOD - Planning, QS & PS

DISTRIBUTION MATRIX

Prepared By	Reviewed By	Approved By	Issued by

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1. Purpose

To establish, measure, analyses, improve and control the process of BOQ estimation and budgeting.

2. Scope

This process is applicable to all the products and services of MHCPL.

3. Responsibility

Primary: HOD - Planning, QS & PS

Secondary: DGM - QS & Planning

Manager - PS

4. SIPOC (Source, Input, Process, Output & Customer)

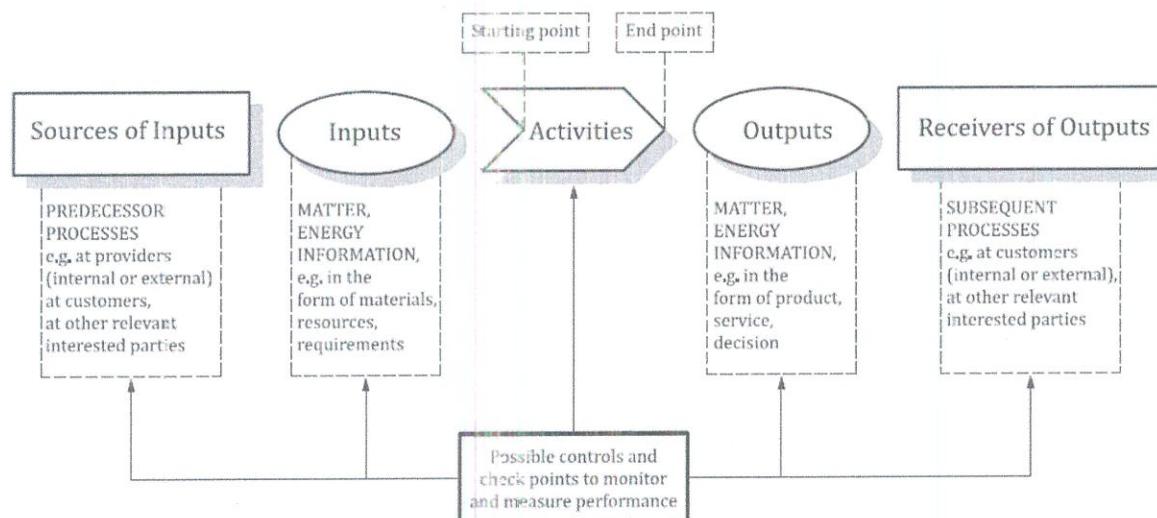


Figure 1 — Schematic representation of the elements of a single process



4.1 SIPOC:

Source of Inputs	Inputs	Process (Activity)	Outputs	Receiver of output (Customer)	Key Performance Indicator (KPI's)	Documented Information	Responsibility
Structural consultant	All structural drawings	Deriving structural and architectural quantities	Abstracts of Quantities	QS	Phase wise / as per requirement of management Project	Structural drawings, Architectural drawings and detailed Abstracts	AGM-QS GM/DGM QS
Architect / Architect consultant	All architectural drawings						
QS	Detail Abstracts	Preparation of BOQ	BOQ with backup	QS	Within 7 days	BOQ with Backup	AGM-QS GM/DGM QS
MEP	MEP costing	Collection of MEP Costing	MEP budget	MEP QS	As per requirement	MEP Budget	Head MEP
QS	Rate Analysis	Preparation of Rate Analysis for <u>derivation for required activities in BOQ.</u>	BOQ Item Rates	QS	As per requirement	Basic Rate Sheets	AGM-QS DGM QS
QS	BOQ & Rate Analysis	Preparation of project budget & Approval	Budget	Top Management	As per requirement	Budget	AVP QS, Planning & PS /AGM QS
Projects	BOQ	Quantity takeoff	Site BOQ	GM Planning & QS	As per requirement	Site BOQ	Site QS
Planning	BOQ & L2 Schedule	Preparation of master construction schedule	Schedule	Top Management	As per size of the project / 30-60 days	Approved Schedule	Planning Engineer
Planning	Master construction Schedule	Activity Tracking wth Actual progress /WPR /MPR.	Management review report	GM Planning & QS / Top Management	Once in a Week / monthly	Project Status	Project Head / Planning Engineer / QS
Planning	Project engineers	Updating of daily labor report	Labor Report	Top Management	Daily except Holidays	Labor Report	Planning Engineer
QS	Structure & Architect Drawings and updated BOQ	Note for approvals	Raise For Note for approval	Top Management	Procurement as per schedule	Approved note for Approval.	QS Engineer
QS	Approved note for Approval.	Purchase requisition	Approved PR	Procurement /Contracts	Within 1 working day	Approved PR in SAP	PS Team
QS	BOQ / WO	Contractor Bills	Bill certifications		Within 7 days from submission	Certified Bills	Site QS



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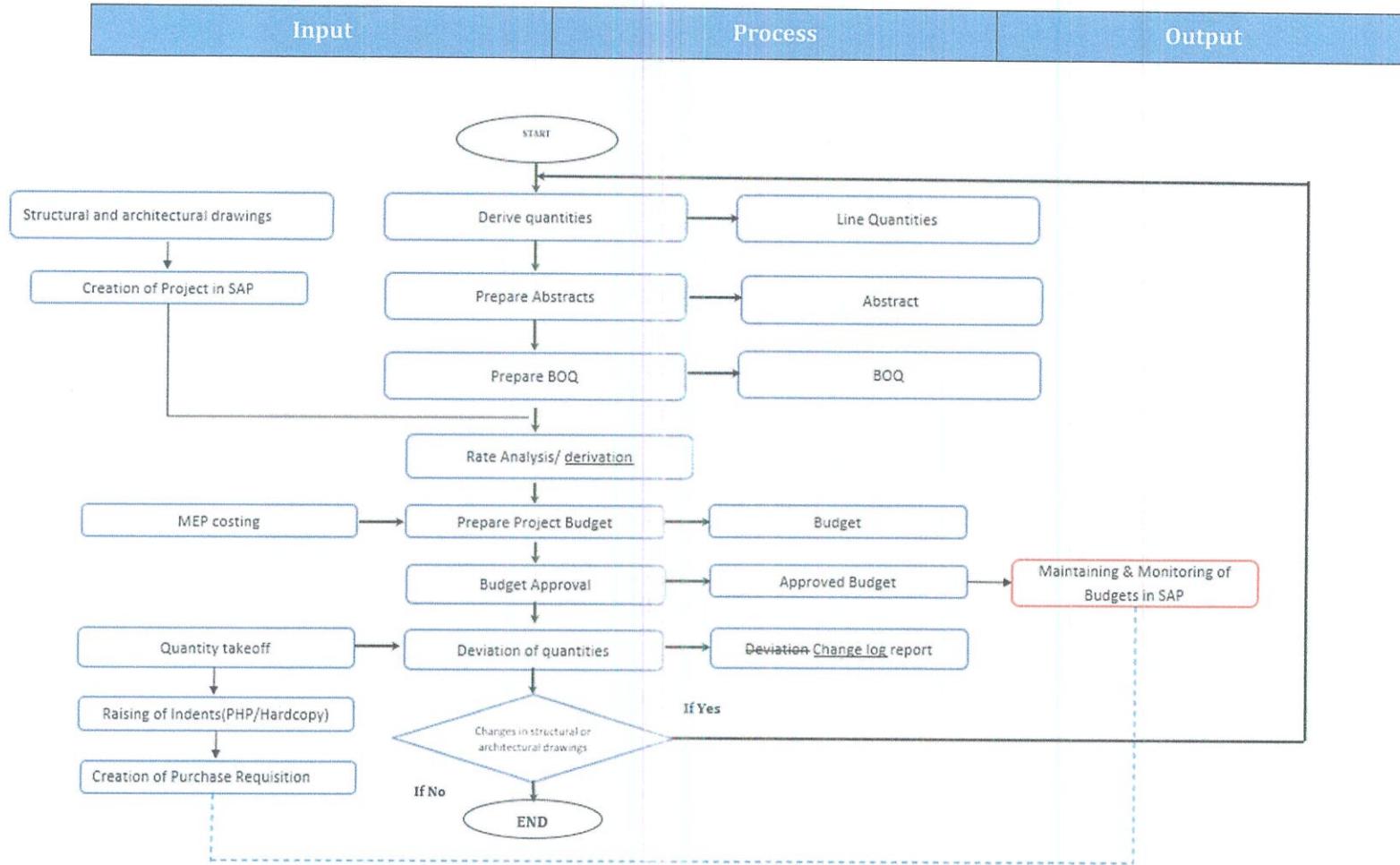
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Source of Inputs	Inputs	Process (Activity)	Outputs	Receiver of output (Customer)	Key Performance Indicator (KPI's)	Documented Information	Responsibility
Design & Accounts Team	Project Details	Creation of New Project in SAP	Project	Procurement/ Contracts, QS & Accounts	Within 15 days	In SAP	Manager - PS
QS	Approved Budget by Management (New/Revised)	Assigning/ Loading of Budgets in SAP	Tracking & Monitoring of budgets in SAP	PS	Within 7 days from Management's Approval	In SAP	Manager - PS
Site	PHP Indents	Creation of Purchase Requisitions	Approved Purchase Requisitions	Procurement/ Contracts	On or before 48 hours after indent approval	Through Mail	Assistant Manager/ Engineer/ GET

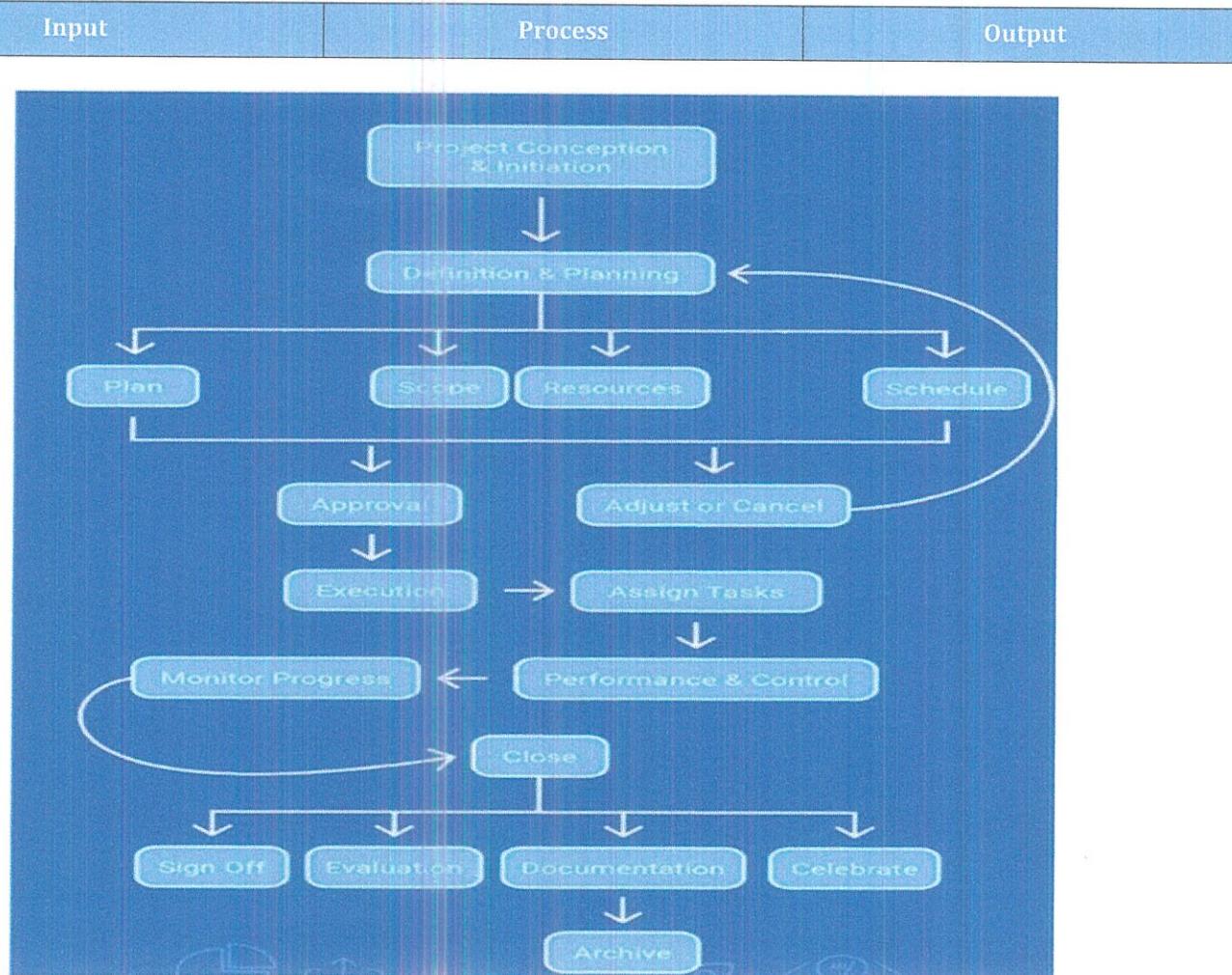


5.1 Process flow diagram (QS & PS)





5.2 Process flow diagram (Planning)





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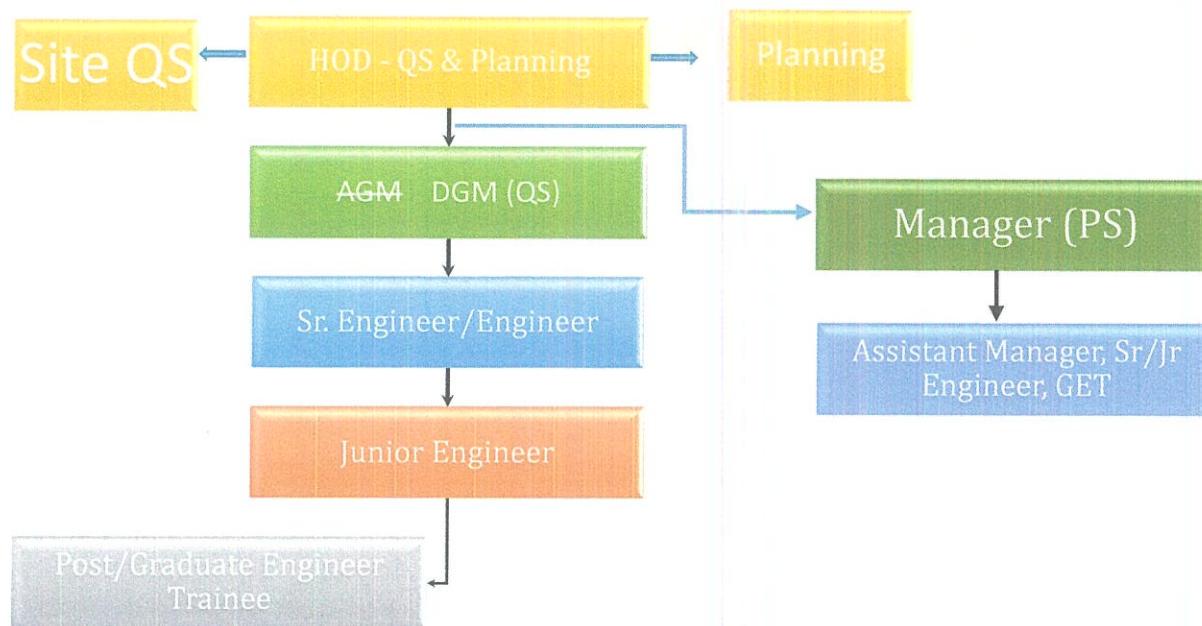
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6 Objectives

Q/E/S	Objective(s)	UOM	Current status	Target	Time Line	Planning			Monitoring			Responsible
						What	Resources	How	Where	Frequency	Method	
Q	Tracking & Monitoring of Budgets.	% / INR	Within the approved budgets	To track the cost within the limits	FY	Actual project expenditure - budget	NA	Actuals are within the limits of Approved Budgets only.	HO	Quarterly	Review and approval of revisions by Top Management.	AVP - QS & Planning, PS
Q	Tracking of Progress of Projects	% / days	Within the committed time lines to the customer	To track and modify the plans accordingly.	FY	Progress %	MSP	Tracking with Actual progress	Site	Weekly /Monthly	Project completion within the agreed completion date for the customer	AVP - QS & Planning/ Planning Engineer
Q												

*Q - QMS, E - EMS, S - OH&SMS, UOM - Unit of Measurement, FY - Financial Year, PA - Per Annum, PM - Per Month, NMT - Not More Than, NLT - Not Less Than

7 Departmental Chart





7.1 Role, Responsibility, Accountabilities and Authority:

Role	Responsibility	Authority	Accountabilities
HOD – QS & Planning	Budget preparation & forecast, Quantities Checking, review of status of projects, Tracking of Progress & cost.	Release of BOQ, Leave Permissions, Approval of departmental	Budget for Material, Labour, Equipment & MEP and Progress Schedule.
DGM – QS & Planning	Budget preparation & forecast, Quantities Checking, review of status of projects, Tracking of cost.	Release of BOQ	Budget for Material, Labour, Equipment & MEP.
Manager	Creation of Projects & Maintaining of Budgets in SAP, Development & modifications of requirements in SAP	Release of PR	Projects & Budgets
Engineer	Preparation of BOQ, comparative statements for quantities & Purchase requisitions.	-	BOQ
Junior Engineer	Estimating the quantities for BOQ, Preparation of Abstracts	-	Quantity Abstracts
GET	Estimating the quantities for BOQ	-	Quantity Abstracts
Assistant Manager, Sr/Jr Engineer, GET	Creation of Purchase Requisitions	-	Purchase Requisitions



7.2 Competency Requirement:

Level	Role(s)	Qualification	Experience	Skillset
Level - 1	AVP	M.Tech /B.Tech. Civil	20 years +	MSP, Rate Analysis, Budgeting, Cash Flows.
Level - 2	AGM/DGM – QS & Planning	M.Tech /B.Tech. Civil	15 years +	MSP, Rate Analysis, Budgeting.
Level - 3	Deputy Manager/ Associate Manager	M.Tech /B.Tech. Civil	10 years +	Rate Analysis, Budgeting, SAP.
Level - 4	Senior Engineer/ Engineer	M.Tech /B.Tech. Civil	2 - 5 years +	Excel, Rate Analysis, Auto Cad, MSP, SAP.
Level - 5	Junior Engineer/ PGET/GET	M.Tech /B.Tech. Civil	0 - 2 years+	Excel, Quantification, Auto Cad, SAP.



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8 Issues – Risks & Opportunities:

8.1 External Issue:

Q/E/S	Area	Issue	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Pricing	Price Inflation	Deviation of budget	--	Quarterly review of Budget	3 2	2	3	Issuing the LOI and Purchase / work order <u>within</u> approved Budget.	W – Monthly H – Deviation report R – <u>Engineer</u> <u>AVP-Qs&Planning/</u> <u>respective Qs.</u>
Q	Structural/ Architectural/ MEP drawings	Revision of drawings	Revision of budget	--	Quarterly review of Budget	3 2	2	3	Management accepts the risk <u>Validation & due approval/rejection</u> from management for the revision.	W – Monthly H – Deviation report R – <u>Engineer</u> <u>AVP-Qs&Planning/</u> <u>respective Qs.</u>

8.2 Internal Issue:

Q/E/S	Area	Issue	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Site operation	Deviation of budgeted BOQ	Deviation of budget quantities	--	Cross verification of indents with BOQ.	2	2	3	Controlling the quantities	W – <u>Monthly</u> H – <u>Deviation report</u> R – <u>AVP-Qs&Planning/</u> <u>respective Qs.</u>
Q	Procurement/ Contracts	Awarded orders more than budget due to rate increase	Deviation of Budget	--	Budget Errors	3	2	1	Revision of Budget	W – <u>Monthly</u> H – <u>Deviation report</u> R – <u>AVP-Qs&Planning/</u> <u>respective Qs.</u>

Probability (P): (1) Once in a year/ per 10 projects and above, (2) Once in a quarter/ per 3 projects, (3) Several times in a month or every project,

Severity (S): (1) No quality/ delivery / environment/ occupational health & safety issue, (2) Slight quality/delivery/environment/ occupational health & safety effect, (3) Leads to quality/ environmental issues/ incidents/ customer complaints.

Risk Rating (RR) = Probability (P) X Severity (S); If is RR ≤ 5 Acceptable and if RR > 5 Not Acceptable, W – When, H – How, R - Responsible



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9 Interested Parties – Risks & Opportunities:

9.1 External Interested Parties

Q/E/S	Interested Parties	Needs & Expectations	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
--	Nil									W – H – R –

9.2 Internal Interested Parties

Q/E/S	Interested Parties	Needs & Expectations	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Purchase	Accurate quantities & specifications (BOQ)	Delay in procurement	--	Cross verification before releasing the BOQ	2	1	2	Review of procurement process.	W – As & when H – Auto Generated Mail R – AVP-QS&Planning/ respective Qs
Q	Projects	BOQ & Budget	Wrong indenting	--	Cross verification of indents with BOQ.	2	2	4 2	Nil	W – As & when H – Auto Generated Mail R – AVP-QS&Planning/ respective Qs.
Q	Finance	Accurate Budget	Revisions of Budget	--	-Control of revisions	2	2	3 2	Nil	W – As & when H – Auto Generated Mail R – AVP-QS&Planning/ respective Qs

Probability (P): (1) Once in a year/ per 10 projects and above, (2) Once in a quarter/ per 3 projects, (3) Several times in a month or every project,

Severity (S): (1) No quality/ delivery / environment/ occupational health & safety issue,

(2) Slight quality/delivery/environment/ occupational health & safety effect, (3) Leads to quality/ environmental issues/ incidents/ customer complaints,

Risk Rating (RR) = Probability (P) X Severity (S); If is RR ≤ 5 Acceptable and if RR > 5 Not Acceptable

W – When, H – How, R – Responsible



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10 Documented Information

10.1 Supporting Documented Information to be Maintained (DIM) Including External Origin

S. No.	Document Information Maintained	DIM No.	Document Origin	Revision Status	Approval Authority	Controlled copy issued to	Disposal Authority	Mode of disposal
1	Weekly Dashboard Report	Soft	Internal	00	High Authority	NA	NA	NA
2	Monthly Progress Report	Soft	Internal	00	High Authority	NA	NA	NA
3	Approved Budgets	Soft Copy	Internal	00	High Authority	PS	AVP - QS, Planning& PS	Through Share Folder

10.2 Supporting Documented Information to be Retained

S. NO.	DIR Name	DIR No.	Revision status	Indexing	Mode	Storage	Retention	Disposal Authority
	Nil							

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