

SAACE MANAGEMENT INFORMATION SURVEY: JULY 1997

All questions have to be completed for the 12 month period from 1 July 1996 to 30 June 1997, unless stated otherwise.

Section A: General Questions

1. What is your total number of employees?

CATEGORY	NUMBER
Partners/Directors	
Other engineers	
Other technical staff	
Other staff	

2. What has been your gross salary bill (directors' fees and monthly partners' drawings included) for the past 12 months? R

3. What type of work have you been engaged in over the past 12 months?

TYPE	% OF INCOME
Acoustics	
Agricultural	
Building Services	
Chemical	
Civil	
Development	
Electrical	
Electronic	
Environmental	
Geotechnical	
Industrial	
Mechanical	
Marine	
Mining	
Process Engineering	
Structural	
Transportation	
Architecture	
Land Surveying	
Project Management	
Quantity Surveying	
Town Planning	
Multidisciplinary/Professional	
Dispute Resolution	
Total:	100%

4. Percentage income per province

PROVINCE	% OF INCOME
Eastern Cape	
Free State	
Gauteng	
Kwazulu-Natal	
Mpumalanga	
Northern Cape	
Northern Province	
North West	
Western Cape	
International	
Total:	100%

5. Which clients are you working for?

CLIENT	% OF INCOME
Central Government	
Provincial Government	
Local Government	
Parastatals	
Private Sector	
Total:	100%

6. What has been your gross income for the past 12 months?

R

7. What is your projected gross income for the next six months?

R

Section B: Economic Cycle Indicators

8. During the past 12 months the tempo of our consulting activity was

Very quiet	Quiet	Satisfactory	Quite busy	Very busy
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9. During the next 12 months the tempo of our consulting activity will be

Very quiet	Quiet	Satisfactory	Quite busy	Very busy
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10. During the past 12 months competition for work was

Very low	Keen	Very keen	Fierce
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11. During the past 12 months profit margins were

Very low	Low	Satisfactory	Good	Exceptional
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12. and profit margins were

Receding	Static	Improving
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13. Our profitability as a percentage of turnover (including directors' fees or partners' drawings as costs) has been (mark with X):

Section C: Product Cycle Indicators

14. Over the past 12 months, were your business indicators receding, static or improving? (Please mark with X)

INDICATOR	RECEDING	STATIC	IMPROVING
Enquiries			
Pre-feasibility study / Proposal preparation			
Preliminary planning			
Detailed planning and design			
Tender adjudication and appoint contractor			
Construction or execution			

Section D: Human Resources

15. Do you see employment figures changing in the following categories over the next 12 months? (Please mark with X)

TYPE OF PERSONNEL	DECREASE	INCREASE
Engineers		
Other technical staff		
Support staff		

16. Do you experience problems recruiting the right people? (Please mark with X)

TYPE OF PERSONNEL	NO	YES
Engineers		
Other technical staff		
Support staff		
Previously disadvantaged technical staff		

17. What is the total amount which your firm has committed to bursaries in 1997?

RECIPIENTS	NUMBER	VALUE
Previously disadvantaged students		
Other		

18. What was your firm's total expenditure (salaries and direct training cost) on in-house training during the past 12 months?

R

Section E: Capacity Utilisation

19. How many hours has your company been working over the last 12 months (normal time = 40 hours per week)?

Short time	Normal time	5h overtime	10h overtime	10+ overtime
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20. What has the utilisation of your technical staff been for revenue producing work over the last 12 months? (mark with X)

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Section F: Business Conditions in General

21. What is your overall assessment of the conditions experienced by your company, taking into account your current situation and expected future (one year) workload?

Very poor	Rather poor	Average	Fairly good	Good
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22. How did your business situation change compared to 12 months ago?

Worsened	Static	Improved
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Section G: "Leverage" Ratios

23. In your experience, how is the inflow of new work spaced across the four quarters of each calendar year?

Quarters	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
%				

24. What is, in your opinion, a typical success rate of enquiries progressing to the various project stages? In other words, taking "Enquiries" at 100%, what percentage of those enquiries reach the proposal preparation stage, etc.? In the "Example" 95% of all the enquiries received, reached the proposal preparation stage, and only 10% of all enquiries received, developed into completed projects.

PHASES OF WORK	EXAMPLE	YOUR FIRM
Enquiries	100%	
Pre-feasibility / proposal preparation	95%	
Preliminary planning and design	75%	
Detailed planning and design	70%	
Formal appointment as consultant	50%	
Funding procurement	30%	
Tenders closing	20%	
Project awards / starts	15%	
Projects completed	10%	

Your co-operation in completing this form is much appreciated.