

*DRAFT***PDG**PROJECT  
DESIGN  
GUIDES**A02**

# PROJECT DESIGN GUIDE A02 'DESIGN RESPONSIBILITY MATRIX'

Project Name: <b><i>Name</i></b>	Project No.: <b><i>Number</i></b>	Date: <b><i>Date</i></b>
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**A** – Action  
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PROJECT DESIGN GUIDE A00 'CONSULTANT APPOINTMENT STRATEGY AND CAM'

PROJECT DESIGN GUIDE A00.1 'COMPETENCE STATEMENT AND ASSESSMENT'

PROJECT DESIGN GUIDE A01 'SCHEDULE OF SERVICES (SOS)'

PROJECT DESIGN GUIDE A02 'DESIGN RESPONSIBILITY MATRIX (DRM)'

PROJECT DESIGN GUIDE A03 'DESIGN PROGRAMME &amp; DELIVERABLES'

PROJECT DESIGN GUIDE A04 'DESIGN REVIEW &amp; AUTHORITY PLAN'

PROJECT DESIGN GUIDE A05 'PROJECT QUALITY PLAN (PQP)'

PROJECT DESIGN GUIDE A06 'CONTRACT SCHEDULES &amp; DESIGN PROCESSES'

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PROJECT DESIGN GUIDE D01 'DESIGN DASHBOARD'

PROJECT DESIGN GUIDE D02 'COMMUNICATIONS PLAN'

PROJECT DESIGN GUIDE D03 'DESIGN INFORMATION FLOW MAPPING'

PROJECT DESIGN GUIDE D04 'DOCUMENT PROTOCOLS'

PROJECT DESIGN GUIDE D05 *spare / BIM*

PROJECT DESIGN GUIDE D06 'RFI PROCEDURES'

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PROJECT DESIGN GUIDE D09 *spare*PROJECT DESIGN GUIDE D10 *spare***LEAD**

PROJECT DESIGN GUIDE L01 'DESIGN MANAGEMENT AUDIT'

PROJECT DESIGN GUIDE L02 'CONSULTANT PERFORMANCE REVIEW &amp; TREND'

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## 1.0 Introduction

The DRM is one of the fundamental, and mandatory core documents to be appended to consultants appointments. The purpose of this document is to provide an overall schedule of design responsibilities. Preferably all consultants are to be named with individual columns. At very least the main consultants are to be named, i.e. Architects, Structural / Civil Engineer, Building Services, Landscape, Fire and Acoustic; Minor adhoc consultants' scope MUST be included and can be captured under 'other', if not appointed at the time of the creation and agreement of the DRM.

The DRM in appendix A has been created at the task element break down level.

The purpose of these documents is to provide clarity of design responsibility. This can be defined distinctly from the provision of services, to be found in Guide A01.

A thorough DRM will knit together the Contractors stage definitions, the RIBA stage definitions, the BSRIA stage & scope definition, and others as appropriate.

Gaps in scope must be carefully checked for and eliminated. They have the potential for additional costs to contractor and/or client, prolongation and contractual discussions. To this end the following list, is guidance of items to look out for:

- Briefing documents;
- Surveys;
- Site boundaries / interfaces;
- Statutory services / interfaces;
- Discipline interfaces;
- Package interfaces.

The appendix B matrix indicates the various responsibilities of the designers for key design activities for the project. It is not a definitive list and shall not limit the designer's obligations to provide the Services as defined by the designer's conditions of contract. Nor shall it limit any services that might reasonably be expected of the designer as necessary or appropriate, to secure the proper and timely design, procurement, construction and completion of the Works as defined by The Building Contract between Client and Contractor.

## 2.0 Definitions used in the DRM

All reference to the **Employer** in this scope should be read as being the Main Contractor. The Original Client employing the Main Contractor is referred to in this document as **Client**. All references to the Project Manager have been deleted and replaced with Employer, again referring to the Main Contractor. This may need to be changed depending on the project specific procurement route.

The following definitions apply for the purposes of this document:

- Client's Requirements - any documents prepared by or on behalf of the Client by a party other than the Employer and provided to the Employer setting out his design requirements for the Project;
- Contractor - Specialist Trade Contractor or other Sub-Contractor to the Main Contractor normally with design responsibility;
- CDM - Construction Design and Management Regulations 2007;
- BIM - Building Information Management;
- PIMS - Project Information Management System;
- SOS - Schedule of Services;
- CDP – Contractor Design Portion

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### 3.0 Additional Notes

- It MUST be agreed as a single version by all consultants where a multi appointment strategy is being rolled out.
- It MUST be reviewed and edited to be back to back with the main contract, to cover all client requirements.
- Client responsibilities can be included provided they have been set out in the Main Contract documents.
- The responsibilities described in the DRM relate to any stage of work, i.e. RIBA A-L or other similar, and it is intended that projects will select the necessary services for each or any stage of works under consideration.
- The wording "if necessary" means as deemed necessary by the Employer unless expressly stated to the contrary.
- Where the term Consultant is used this is to include other Consultants and any Sub-Consultants.
- It is a document to be edited (columns) in line with the number of consultants. If say one multi-discipline practice was appointed, only one column would be required.
- Each Consultant is responsible for the co-ordination and integration of their own work into the design.
- Inclusion of line items and wording of, to be agreed with the authorised person (refer to PDG 05).
- Inclusion of line items and wording of, to be agreed with the consultants P.I. insurers.
- In Framework agreements the SoS may only need to be agreed once. The Contractor is to seek agreement from relevant authorised persons and P.I. insurers.
- "L / A / P" to be inserted in the matrix in accordance with definitions named on the DRM.
- Scopes of service/duties for CDM Coordinator are not included on this schedule.
- Refer to appendix A & B of PDG A02 for the Master documents.

### 4.0 Managing this document

Once the DRM has been completed and agreed by all parties, it is to become an appointment contract schedule. There should be no need for it to be amended or updated.

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## **Appendix A - DRM**