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PDG ©	PROJECT DESIGN GUIDES	**A03**

PROJECT DESIGN GUIDE A03 'DESIGN PROGRAMME & DELIVERABLES '

Project Name: *Name*	Project No.: *Number*	Date: *Date*

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The series of Design Management Guides currently includes:

CONTRACT

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 & DELIVERABLES'

PROJECT DESIGN GUIDE A04   'DESIGN REVIEW & AUTHORITY PLAN'

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

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LEAD

PROJECT DESIGN GUIDE L01   'DESIGN MANAGEMENT AUDIT'

PROJECT DESIGN GUIDE L02   'CONSULTANT PERFORMANCE REVIEW & TREND'

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1.0   Introduction

Programmes are one of the corner stones of managing construction projects. They are the system by which the 'when' is worked out and are the method of monitoring progress. Of course sophisticated programme software can enable much more than devising efficient sequencing, time scales and milestones, they can be used to manage resources, cost and expenditure. To this end Contractors employ Project Planners who's sole function is to produce and analyse a myriad of programmes.

2.0   Responsibility

 The Lead designer will be responsible for creating and ensuring all consultants agree to an integrated and co-ordinated design programme, that shall be derived from the contract and contractor programmes as far as reasonably possible. Individual Discipline Design Programmes / package design programmes are, in turn, to be derived from the Lead Designers integrated programme.

These design programmes are to take into account, VE process and CDP's, and will be required to be updated for all instructed changes. Programmes for Change Control including proposed mitigation scenario's, are to be provided by the Lead designer to the employer for all proposed changes. Lead designers' integrated project design delivery plan is ideally to be produced in the programme software dictated by the employer to enable all programmes to be integrated as necessary.

Planning software to be used on this project is: **ASTA**
(Most common software used is: ASTA / Primivera / Microsoft)

The author of this guide recommends the use of the above named planning software, ideally to match the one used by the Contractors Project Planner (PP). It is however recognised that not all consultants and Design Managers are trained in planning software. Whilst this is a training opportunity, it is usually to be assumed that the overall management of programmes will be the responsibility of the Contractors PP. This does not absolve the Lead Designer of their responsibility to create an integrated design plan.

The type of drafting software to be used on the project will have an impact on the design programme. 2D and 3D drafting software put differing pressures on resource management and co-ordination between consultants. **The implication needs to be understood by consultant and contractor alike.**

Design plans need to account for the two types of deliverables, those for process approvals and those for contractor process (i.e. Tender and Construction). The following list is aimed at being a prompt for such items and is to be filled in by the Design Manager with input and agreement from the Lead designer.

Prompt for key items to be accounted for (Amend list as required):

01	Design / Technical presentations (process approval)
02	Stage reports (process approval)
03	Tender dates (Contractor process)
04	Quality conformance checks and times scales (both dependent on the nature of the sample)
05	Construction dates (Contractor process)

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3.0   Key dates

The following list of dates are for information only, as they may be out of date due to the timing of updating this document. All parties are to refer to the current instructed programmes.

Key Dates (Amend list as required):

Ref:	Item:	Date:
01	Initial design commissioned	00.00.2000
02	CP's submitted	
03	Bid Win	
04	Appointment / Novation documents signed	
05	Stage E design started	
06	Start on Site	
07	Power on	
08	Partial Possession	
09	Practical Completion	

4.0   List of Programmes

The following list of programmes is relevant to the design process. All Designers are to review and where necessary provide comments on these programmes.

List of programmes (Amend list as required):

01	Contract programme – ref: ????
02	Construction programme – ref: ????
03	TORPS – ref: ????
04	Integrated design programme – ref: ????
05	Break down of design programme by discipline or package 1
06	Break down of design programme by discipline or package 2 ... etc

5.0   Contractor Design Portions and specialist systems

Design consultants need to understand which elements or packages are to be undertaken by design sub-contractors (CDP) and be cognisant of the effect of construction systems used i.e. DfMA, MMC, Pods. The design must be undertaken in a manner that befits the intended manufacturing/construction process to ensure the final results on site can be built holistically and be progressed to a point where the design can be 'taken on' by the CDP; usually end of RIBA stage E.   The Design Team is to be informed of the intended list of CDP's.

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List of CDP (Amend list as required):

01	Demolition by:	
02	Piling by:	
03	Sheet Piling by:	
04	Concrete Frame by:	
05	Façade Cladding system by:	
06	Roofing (inc. Mansafe) by:	
07	Electrical by:	
08	Mechanical by:	
09	Public Health by:	
10	Bathroom Pods by:	
11	Kitchen Fittings by:	
12	Lifts manufacture and instillation by:	
13	Architectural Metalwork **tbc** by:	

6.0   Deliverables schedule & IRS

Creating a deliverables schedule is the first step towards creating a design programme. It is a most basic way to define tasks and has very little management worth, as it is not time or resource related. This schedule will have a structure, and break down the deliverables into groups (e.g. packages) or individual numbered sub-deliverables. A suggested structure is as follows:

Stage (RIBA or other)
- **Profession** (Architecture / Structure / Building services)
  - **Discipline** (Electrical / Mechanical / Public Health)
    - **Sub-discipline if Building services** (Plug & Sockets / Luminaires / security)
      - **Group** (list states provide all related information) or
      - **Individual numbered deliverable**

Responsibility - Each consultancy / discipline will be responsible for a definitive list of deliverables that enables Client and Contractor to undertake their tasks without the need to seek additional information.

Timing - Stage related deliverable schedules will be completed and issued to the employer one stage ahead of the ongoing workload to ensure it can be properly planned for the next stage of works.

This document is a good starting point with which to brief the PP and should be read in conjunction with all approval and other processes affecting time scales. An example can be found in appendix A. For the PP to understand how to co-ordinate the design and therefore integrate the design plans, they will need to be informed as to how the design elements relate. This is best done through a series of Integration Design and Programme meetings with those project team members that are closest to, and understand the project requirements.

An Information Release Schedule (IRS) is a simple schedule that lists deliverables against issue dates. The rigour of arriving at these dates can only come from a thorough analysis of contract/construction programmes

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and co-ordinated design. Within these guides this function is undertaken by PDG D01 appendix A, Dashboard – Information Delivery.

7.0   Reporting

Consultants will report against the Design Programme at the regular progress meetings with the employer and provide a status report every fortnight/month as agreed. The timing of issue of these reports to be to an agreed schedule to enable information to be included in the employer's monthly reports to the client. Refer to PDG D02.

8.0   Managing this document

This document is to be updated after key events that cause the main programmes to be amended. This could be for a number of reasons ranging from; delay, to acceleration of works, to re-phasing the works, etc. As and when programmes are formally revised they should be issued to all relevant parties via the appropriate information portal. This document is therefore a reference guide to those programmes constituting an instruction. Note it is NOT to be revised for a draft or any other unofficial programme. If in doubt contact the employer's Commercial manager for confirmation of instruction.

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Appendix A – Deliverable schedule
Amend to be project specific