



# PROJECT DESIGN GUIDE D02 'COMMUNICATION PLAN'

Project Name: <b><i>Name</i></b>	Project No.: <b><i>Number</i></b>	Date: <b><i>Date</i></b>
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01	Guide list omitted, graphics updated, alpha codes updated.	6 June 2014
02		
03		

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Name:	Position:
Signature:	Date:
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Signature:	Date:
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Name:	Position:
Signature:	Date:

**Document Distribution:**

Name	Company	Status	Date
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Status key:  
**A** – Action  
**I** – Information

## 1.0 Introduction

A project team is very often made up of numerous organisations; of different sizes, disciplines and cultures, with inherent self interests. It is therefore fundamental to create and manage a project communication plan to ensure the project team are bound together, not only in terms of a common set of systems, but also with the aim to create a project specific positive culture.

Alignment of systems ensures smooth and efficient information sharing and decision making. Systems are there to aid the project process and should at no point be allowed to become a hindrance.

A positive project culture binds the various consultants under a common purpose, creating a team with a 'can do' attitude. Although not part of this document, this may be achieved in a number of ways, from team building events to creating a satellite office for all consultants.

This document can be used at all stages of a project, depending on the procurement route. It is, however, advisable to have it in place from RIBA stage D onwards.

## 2.0 Managing this document

This document is to be updated whenever there is a personnel change to the project, and/or if new systems are deployed on the project, and before each stage of the project. It is to be distributed to all parties concerned upon each revision.

## COMMUNICATION PLAN TEMPLATE

**Project Name:**

**Date:**

**Project No.:**

**Doc. no.:**

### Contents:

- 1.0 Systems deployed and aligned
- 2.0 Project Design Organisation rational
  - 2.1 Project Design organisation structure (Initial Design Period)
  - 2.2 Project Design organisation structure (Stage 3)
  - 2.3 Project Design organisation structure (Stage 4)
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- 3.0 Meeting plan strategy
  - Appendix A – Meeting Matrix
  - Appendix B – Monthly Reports
  - Appendix C – Agenda proforma
  - Appendix D – Meeting Minute proforma
- 4.0 Resource Allocation by stage
  - Appendix E – CV's

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### 1.0 Systems deployed and aligned

The first and most essential factor is to ensure all design consultants, Contractor and client are using compatible systems. Some systems may be imposed on designers, whilst others will be dictated by in-house preference or specialism. The choice of system and the requirement to align systems must be made clear to the consultants during the appointment process.

Schedule of systems:

EPWMS – Extranet Project Workflow Management System (e.g. BIW)

*Insert text – refer to chosen system protocols, elements of chosen, and amended as required*

BIM – Building Information Management (e.g. Revit)

*Insert text – refer to BIM protocols as defined by .....*

CAD – Computer Aided Design (e.g. Autocad)

*Insert text – refer to CAD protocols as defined by .....*

Office software (e.g. Microsoft Word, Excel, etc)

*Insert text – name earliest and latest versions acceptable ??*

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### 2.0 Project Design Organisation rational

**This section is to be project specific. The following sub-headings are for guidance only.**

## Collaboration Strategy

For the purposes of clarity the overall design process can be describe in terms of key phases and, for the following work streams; *????*, these can be broadly understood as follows;

*Insert text (i.e. New Build, Refurb, Highways or by Contractor and by Client)*

- **INITIAL STUDY PERIOD**

*Insert text*

- **SCHEME DESIGN**

*Insert text*

- **PRODUCTION DESIGN**

- Development of the Scheme Design through to RIBA Stage 4 suitable for Contractor procurement and construction.

*Insert text*

- **Realisation stage** (Tender activity, CDP co-ordination, Construction, Change Management

*Insert text*

Identified, within each of these stages, there are broadly 4 key functions or roles that the **Architectural** service is required to provide:

**Lead Consultant** the provision of overall strategic leadership to the entire consultant team to ensure that the project objectives in terms of brief management, programme management, deliverables planning etc. are met.

**Design Leadership** the provision of strategic design direction and decision making to ensure that, as the design develops, the integrity of the concept is maintained and reinforced.

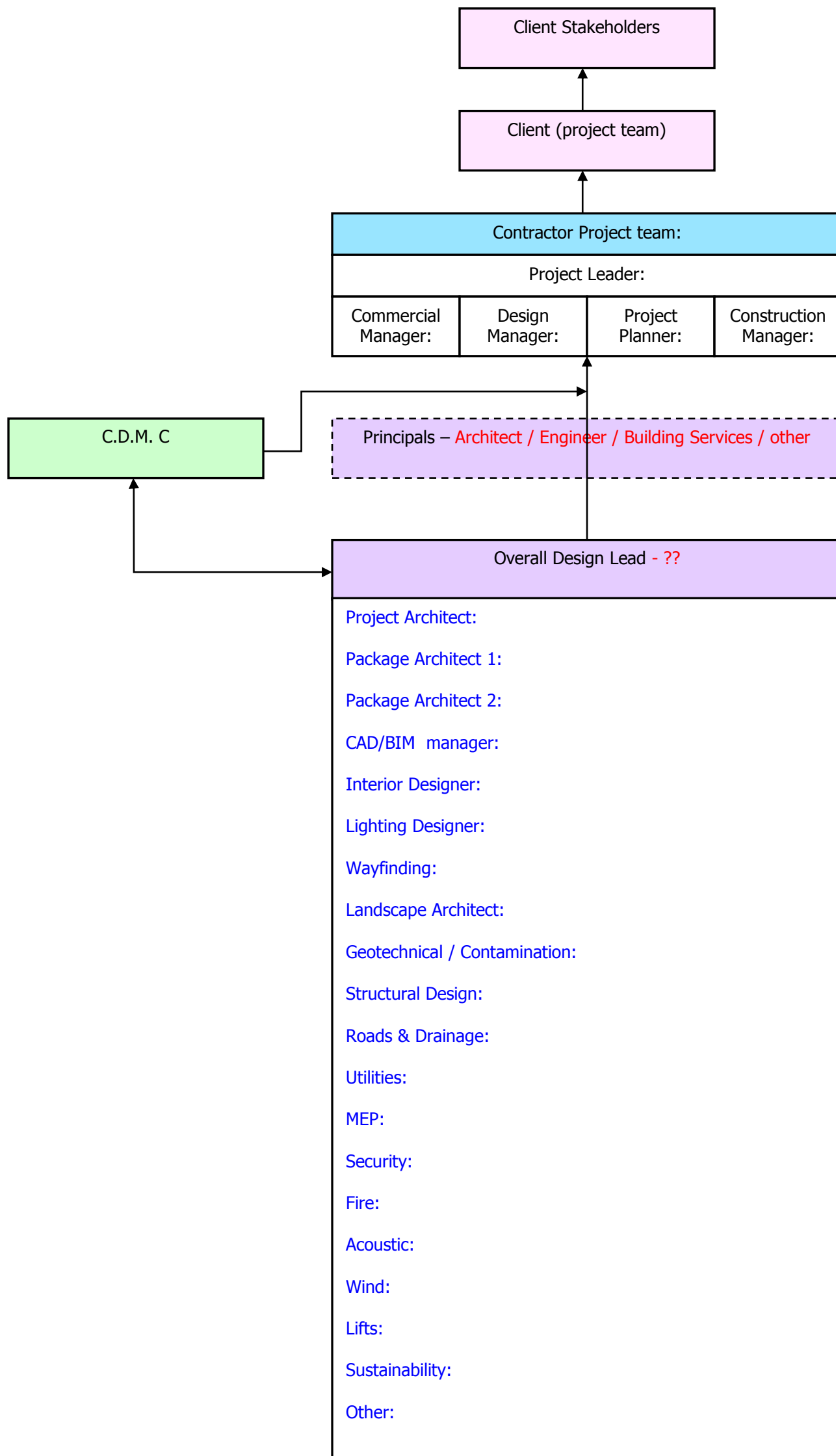
**Design Co-ordination** the activity of ensuring that the design proposals being produced are co-ordinated within the design consultant team.

**Design Production** in simple terms, the assembly, development and maintenance of the CAD model and dataset that enables the production of the drawing and written documentation required to describe the design proposals throughout each stage of the project. This includes the implementation and monitoring of CAD and Technical Standards and the co-ordination of datasets between consultants and the contractor.

Each specialist discipline will be required to provide all necessary information and expertise to the Lead designer to ensure design is compliant, co-ordinated and produced to programmed time scales.

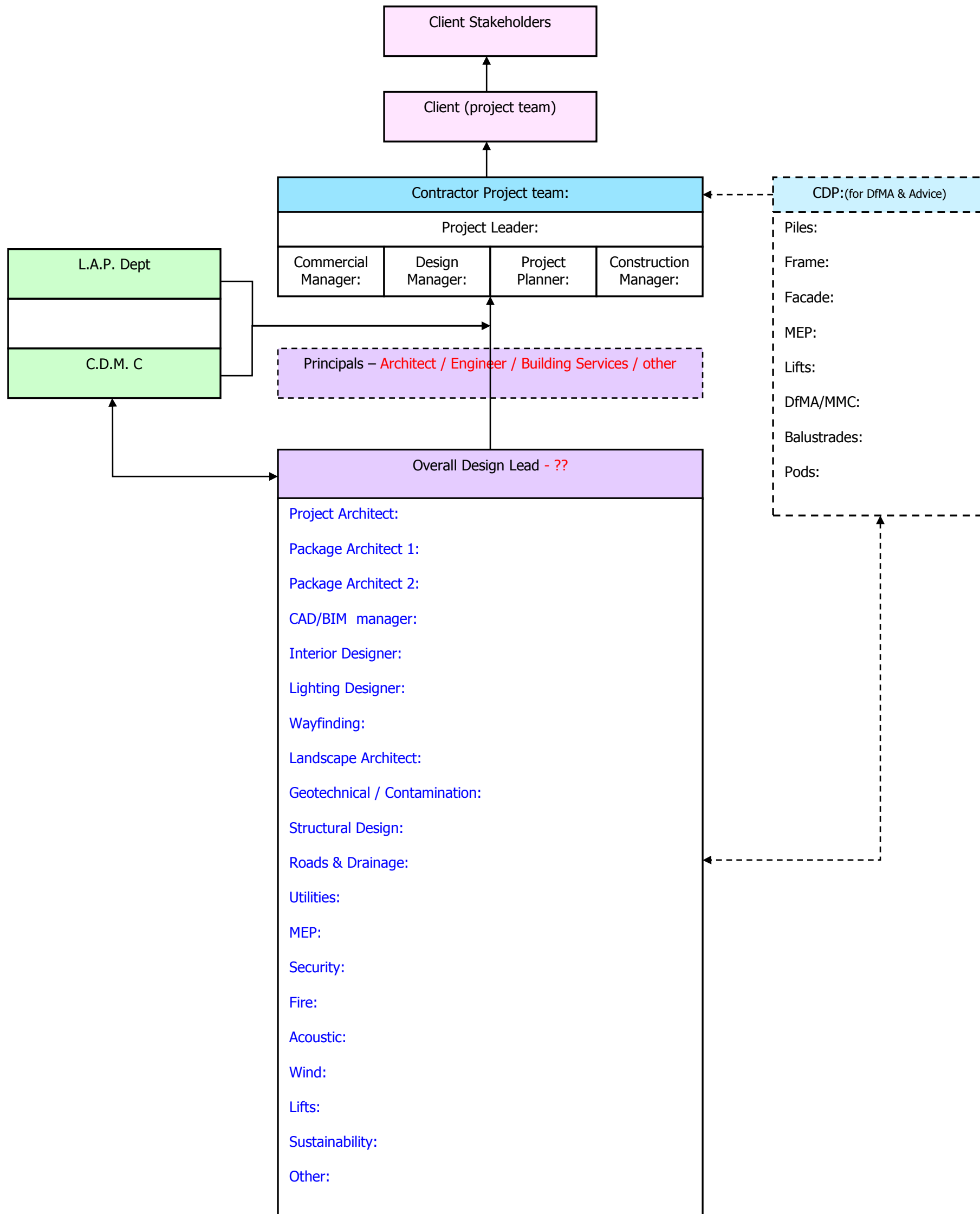
**2.1 Project Design organisation structure (Initial Design Period)**

**Align with Consultant Appointment Matrix**  
 (to be updated before the commencement of the stage)



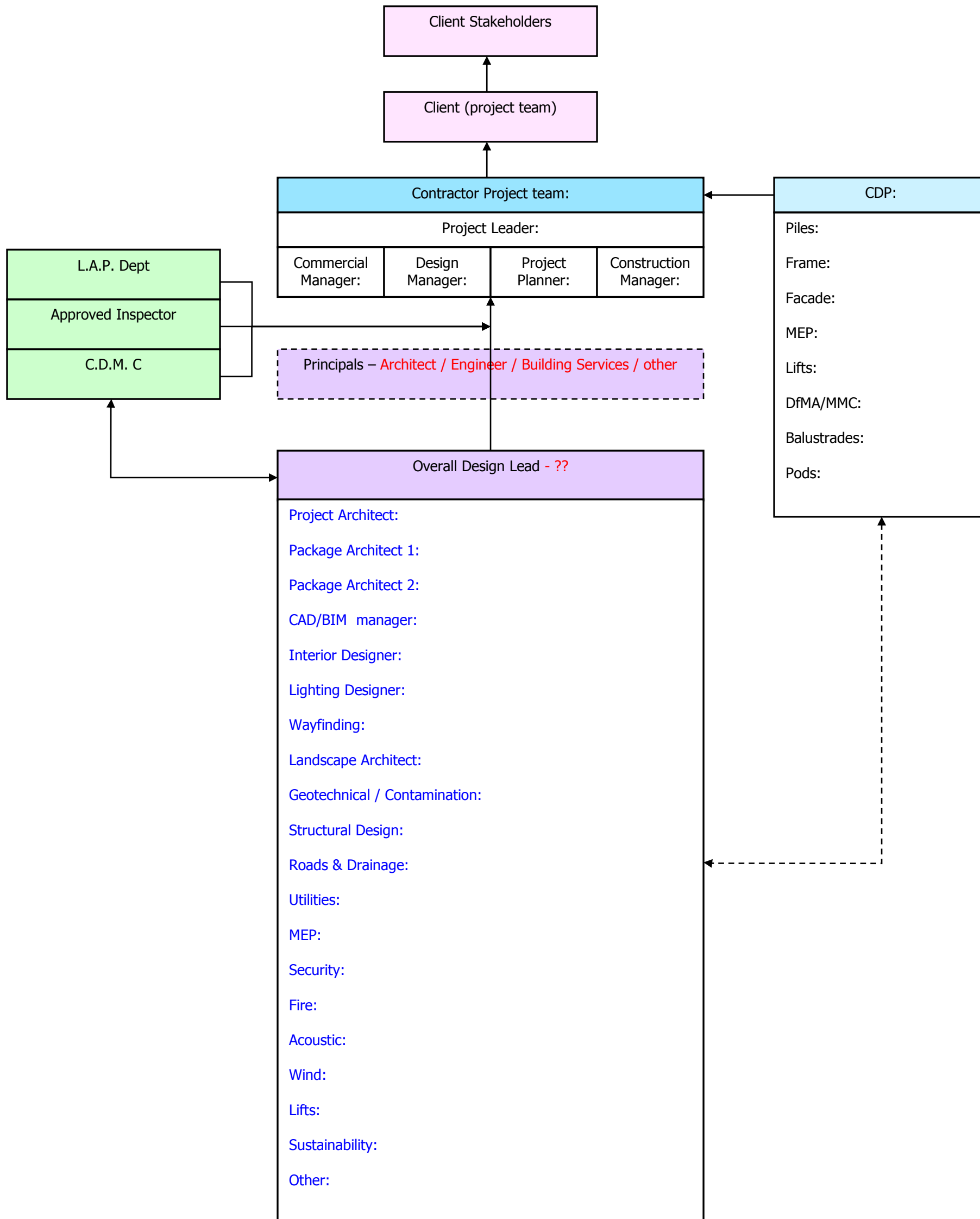
**2.2 Project Design organisation structure (Stage 3)**

**Align with Consultant Appointment Matrix**  
(to be updated before the commencement of the stage)





**2.3 Project Design organisation structure (Stage 4)**  
**Align with Consultant Appointment Matrix**  
 (to be updated before the commencement of the stage)



**2.4 Project Design organisation structure (Stage 5-6)**  
**Align with Consultant Appointment Matrix**  
(to be updated before the commencement of the stage)

### 3.0 Meeting plan Strategy

All regular meetings are to be planned for a rolling 4 weeks ahead, based on an analysis of the integrated design program. This does not preclude the need to react to changes and issues as they arise. Forward planning is of particular importance where the employer and/or client is to attend meetings with their stakeholders, and is a requirement in order to get slots in stakeholder diaries.

Final agendas for all meetings are to be issued a minimum of 2 working days before the meeting. As a principle a 'no agenda no meeting' rule is to be applied. There are of course exceptions and non attendance should always be subject to a courtesy call.

Design reports are to be issued fortnightly or monthly at the employers discretion, to the employers Document Controller and Lead Design Manager. The timing of the reports to be matched up with the employers time scales for preparing monthly reports to the client and/or Progress meetings.

Special one off meetings are to be arranged with the agreement of all parties required to attend and in cognisance of the pre-arranged meeting schedule.

#### **Type of meetings and purpose overview**

Add / amend list as required

**Principle's meetings** – High level discussion on progress, information flow, critical issues, team working, etc.

**DTM's** – Regular design meetings to discuss design matters, can be workshops, aimed at creating solutions and assigning actions to time scales.

**Progress meetings** – monitoring design progress, providing feed-back, set targets 4 weeks ahead, and agree/put in place mitigation strategy if required.

**CDP workshops** – working with design sub-contractors to ensure compliance, integrity of design and resolve technical issues.

**Technical review** – presentation and discussion on specific technical issues of the project, to the employer / client / stakeholders (as needed) for the benefit of all parties. This will be issues peculiar to the project that do not have a predefined solution or method of arriving at a solution. The output of these reviews will be a Design Note that may need to be signed off by relevant parties, i.e. client and approving bodies.

**Client Design Presentations** – These are primarily early stage presentations to the client, to get feed-back and approval on Concept and Scheme Design progress.



**Appendix B – Monthly Reports**  
 Content to be amended as appropriate



**FORTNIGHTLY / MONTHLY DESIGNERS REPORT**

**Project name / no.:**      **Consultant:**

**Date of Report:**              Fortnightly / Monthly

**Distribution**                      Design Manager  
     Document Controller  
     Other consultants

**Purpose:** To monitor the progress of design and highlight major design issues

**Key Dates:**

Date	Milestone	Achieved Y/N
	Main Contract	
	DfMA start	
	Start on site	
	Power on	

**Meetings / Workshops / Presentations attended last period/week.**

Meeting	Day -Time-Location	Comments

**Meetings / Workshops / Presentations to be prepared for this/next week.**

Meeting	Day -Time-Location	Comments

**Deliverables 4 week review**

Date	Deliverable
<b>Last wk (-1)</b>	<b>Achieved</b>
<b>Last wk (-1)</b>	<b>Carried forward list</b>
<b>Last wk (0)</b>	<b>Due this week</b>
<b>Last wk (+1)</b>	<b>Due next week</b>
<b>Last wk (+2)</b>	<b>Due week after next</b>
<b>Last wk (-1)</b>	<b>MITIGATION for items to be carried forward</b>

**RFI's / TQ's**

<b>No issued:</b>	?	<b>No. Answered satisfactorily:</b>	?	<b>No. Overdue:</b>	?
<b>Critical RFI's / TQ's list to become EWN's</b>					
Ref	Title	Comment			

Critical RFI's are those that are close to affecting the construction programme and are to be identified 2/4 weeks prior to this date, **to allow time for mitigating action**

**Design Notes**

Ref	Title	Comment
<b>Approved</b>		
<b>Rejected</b>		

<b>Pending approval</b>		
<b>Ongoing</b>		

**Statutory and contractual obligations**

<b>L.A.P. dept</b>		
For general status ensure Planning Condition tracker is updated.		
<b>Critical items</b>		
<b>Ref</b>	<b>Item</b>	<b>Comment</b>
<b>Building Control</b>		
For general status ensure Building Control Condition tracker is updated.		
<b>Critical items</b>		
<b>Ref</b>	<b>Item</b>	<b>Comment</b>
<b>Other i.e. BREEAM / CODE</b>		
For general status ensure <a href="#">relevant</a> tracker is updated.		
<b>Critical items</b>		
<b>Ref</b>	<b>Item</b>	<b>Comment</b>
<b>Other i.e. Secure by Design</b>		
For general status ensure <a href="#">relevant</a> tracker is updated.		
<b>Critical items</b>		
<b>Ref</b>	<b>Item</b>	<b>Comment</b>

**Statutory Services 4 week look ahead**

<b>Water Supply - <a href="#">provider</a></b>		
<b>Ref</b>	<b>Item</b>	<b>Comment / Action</b>

<b>Foul Water - provider</b>		
<b>Ref</b>	<b>Item</b>	<b>Comment / Action</b>
<b>Electricity - provider</b>		
<b>Ref</b>	<b>Item</b>	<b>Comment / Action</b>
<b>Gas - provider</b>		
<b>Ref</b>	<b>Item</b>	<b>Comment / Action</b>
<b>Comms &amp; Data - provider</b>		
<b>Ref</b>	<b>Item</b>	<b>Comment / Action</b>
<b>Other - provider</b>		
<b>Ref</b>	<b>Item</b>	<b>Comment / Action</b>

**Other Comments**



**Appendix C – Agenda Proforma**  
 Content to be amended as appropriate



**DESIGN TEAM MEETING – AGENDA**

**Meeting Title:** Project name: **Design Team Meeting**

**Date of Meeting:** Weekly / Fortnightly (throughout design period) / one off

**Location:**

**Attendees:**  
 (expected)

**Optional**  
 (to attend on request)

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**Purpose:** To monitor the progress of design matters and ensure design issues are resolved.

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**Desired Outcomes** (amend as required)

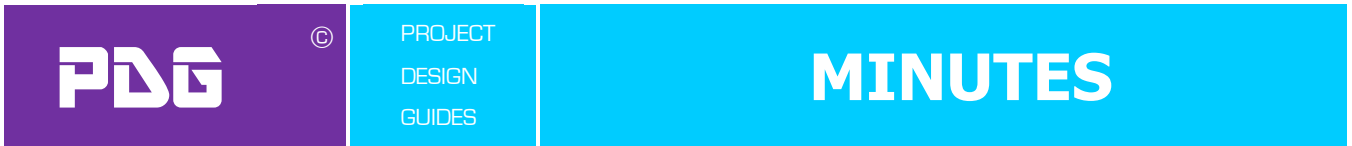
- Ensure clear communication of design priorities;
- Design collaboration and co-ordination;
- Compliance reviewed and certified.

Topic	Process	Who	Time
Introductions			5 mins
Previous minutes	Agreement and review	ALL	
H&S/ CDM	Management of design risks.	ALL	
ITT	Review ITT	ALL	
Surveys	Identify and scope	ALL	
Architectural matters	Design Report Co-ordination Issues	??/??	
Structural matters	Design Report Co-ordination Issues		
Building Services matters	Design Report		

	Co-ordination Issues		
Stats	Report progress and provider issues		
Landscape design matters	Design Report Co-ordination Issues		
H&S/ CDM	Management of design risks.	ALL	
L. A. Planning	Status Update <ul style="list-style-type: none"> <li>• Approvals awaited</li> <li>• Information to Submit</li> <li>• Information Required</li> </ul>		
Building Regulations	Update on Submissions Details of Conditional Approval – Status AD B, AD E, AD L, AD M etc		
Mock-ups/ samples / tests			
Design Programme & RFIs Item for progress meeting	Progress on Deliverables Outstanding RFIs		
Change	Log, implications, contract admin	ALL	
AOB			
Date of next Meeting	Refer to meeting schedule		

## Appendix D – Meeting Minute Proforma

Content to be amended as appropriate



### MINUTES

**Meeting Title:** Project No. + Project name + Design Team Meeting

**Date of Meeting:** Weekly / Fortnightly (throughout design period) / one off

**Location:**

**Attendees:**

**Apologies:**

**Distribution** All present +  
Other Consultants  
Contractor Project QS / Planner / Engineer

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**Purpose:** To monitor the progress of design matters and ensure design issues are resolved.

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**Desired Outcomes** (amend as required)

- Ensure clear communication of design priorities;
- Design collaboration and co-ordination;
- Compliance reviewed and certified.

	Process	Date raised	Action by
1.00	Introductions		
2.00	Previous minutes are a true and accurate record		
3.00	CDM / H&S		
	Follow agenda		

**4.0 Resource Allocation (by stage)**  
**Align with Consultant Appointment Matrix**

Company / Discipline	Employee	Position / Role	Stage 1-2	Stage 3	Stage 4	Stage 5-6
Architecture						
Landscape						
Structural eng.						
Project Management						
Civil Engineering						
Utilities						
Ground Engineering						
MEPh						
Electrical						
Mechanical						
Public Health						
Security						
Lifts						
Acoustics						
Wind						
Fire						

## **Appendix E – CV's**