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**REQUIRED CONTENT FOR BRIEF AND SCHEME DESIGN REPORTS** 21<sup>st</sup> DEC 06

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**Introduction**

It is not intended to prescribe format for either Brief or Scheme Design Reports, which will be tailored to reflect individual projects. Below are set out the areas to be adequately covered by each document, both of which require formal sign off before implementation.

**Project Brief [required OUTPUTS]**

- Background and Context – the reason for the project
- Statement of overall objectives (including reference to business case outputs)
- Description of briefing process – those consulted and when
- Analysis of existing situation
- Functionality to be achieved at end of project
- Schedule of accommodation required, and statement of compliance with CU space standards
- Required relationships between functional parts of scheme
- Any technical requirements
- PAF stakeholder requirements (Safety, Energy, Security, Telecoms, Maintenance)
- IS stakeholder requirements

**Project Scheme Design [the proposed SOLUTION]**

- Summary of Project Brief/cross-reference to Brief document
- Description of process, those consulted and when
- Statement of who has provided design or other advice
- Scope of work required (appropriate scale dwgs, schematics etc, including demolitions)
- Outline specifications
- Engineering proposal (systems, plant, interface with existing systems)
- Schedule of proposed accommodation and comparison with Project Brief [provide net/gross analysis and any work required for funding purposes]
- Statement of compliance with Project Brief
- Areas requiring further detailed or other scoping by exception
- Approvals – LA Planning, Listed Building, Building Control etc
- Phasing diagrams if applicable
- Room Data Sheets and other technical data
- Commentary on DDA/access provision
- Statement of compliance with CDM Regulations

In addition the following must be in place at time of issue of Scheme Design Report:

**Full cost plan            Master Programme            Risk Register (costed)**