

TOOL B.2

DRAFTING THE PROJECT BRIEF

1. THE REQUIREMENTS OF A PROJECT BRIEF

A Project Brief sets out, in construction industry terminology, the detailed functional/business requirements for a specific project. It is derived from the Strategic Brief. It is compiled by the Prime Contractor as one of the initial outputs of the Scheme Design phase and as a result of detailed collaboration between the Prime Contractor, Client stakeholders, and the Prime Contractor's key Supply Chain partners. The process uses Value Management principles and disciplines so that all aspects of the functional/business requirements can be reviewed, leading to the tabling of optional design solutions which can then be questioned and investigated and be subject to initial costing. One will finally be chosen and signed up to by the Client.

The purpose of the Project Brief is to encapsulate all the finally agreed key features of this design so that the client is fully aware of what he will get and the Prime Contractor and the key Supply Chain partners can proceed with the Scheme Design confident that each will be working towards the completion of a consistent whole.

Requirements within the Project Brief must be expressed in functional performance, rather than engineering, terms in order to provide the maximum opportunity for the Prime Contractor and his Supply Chain to devise the most appropriate options which meet those requirements. Physical, statutory and operational constraints must be clearly identified.

The Project Brief must be clear, use a consistent vocabulary and contain short, concise sentences with a minimum of punctuation. This will aid reading and prevent misunderstanding.

2. THE CONTENTS OF A PROJECT BRIEF

The sections and paragraph headings presented below identify subjects to be addressed in a Project Brief. Individual sections and paragraphs may not be applicable to all projects.

TITLE AND TITLE PAGE

CONTENTS PAGE

SECTION 1. Statement of Purpose.

1.1. This shall be as contained in the Strategic Brief unless revised by the VM process

SECTION 2. Description and Use.

2.1. A detailed description of the envisaged functional/business performance of the building or facility and its intended use.

2.2. The envisaged operating environments in terms of functional/business activities.

2.3. A description of any special requirement or operational linkage which will affect the usage of the building or facility.

2.4. The life span of the building or facility and cost parameters for the calculation of Through-Life-Cost as stated in the Strategic Brief shall be re-affirmed.

2.5. Any documents, including extant documents, referred to in the Strategic Brief containing performance criteria shall be re-affirmed in the Project Brief together with their status and hierarchy.

2.6. The requirements of a building or facility must be described in unambiguous terms. This is best done on a room-by room basis, with a typical room data sheet providing information under the following headings:

a. Description of Room Function:

b. Spatial Requirements:

c. Finishes:

- i. Floors
- ii. Walls
- iii. Ceilings

- a. **Colours/Appearance:**
- b. **Fixtures/Fittings/Equipment:**
- c. **Environmental Services:**
 - i. **Occupancy:**
 - 1. Range of use
 - 2. Basis of design for regular use
 - i. **Acoustics:**
 - 1. Design rating
 - 2. Design noise level, including special requirements for equipment.
 - i. **Heating:**
 - 1. Adjustable range
 - 2. Design level
 - i. **Ventilation:**
 - 1. Natural or mechanical ventilation
 - 2. Fresh air supply rate in litres/sec per person
 - 3. Ventilation rate in complete air changes per hour
 - 4. Summertime overheating, where applicable
 - 5. Special ventilation requirements, where generated airflows may affect the operation of the room (e.g. in sports areas such as badminton courts)
 - i. **Lighting:**
 - 1. Lighting levels, including the basis of design
 - 2. Special task lighting
 - 3. Emergency lighting, including zoning.
 - i. **Power:**
 - 1. Details of equipment requirement for power, including, where known, the numbers of equipment and, if not known, an allowance is to be included. The numbers and types of power sockets/spurs/hard wiring should be described.
 - 2. Special power requirements.
 - i. **Fire:**

1. Fire alarm system details, including basis of design.
2. Addressable/non-addressable
3. Associated sprinkler requirements
4. Specific requirements, for instance in living accommodation

i. Communications:

1. Telephone requirements: numbers of telephone sets, shared requirements, specialist telephone requirements, dedicated facsimile lines, dedicated internet lines
2. Public address
3. Local radio
4. Security levels and requirements, dedicated cableway requirements

i. Security:

1. Specific security requirements, including level of security
2. Security zoning of areas
3. Access requirements into secure areas
4. Alarm requirements
5. Locks

i. Public Health:

1. Specific Public Health requirements (e.g. Drinking water points, floor gullies, etc)
2. Specific requirements to meet Public Health regulations.

SECTION 3. Constraints

- 3.1. Any physical, statutory or functional constraint shall be stated e.g. security, flexibility etc.
- 3.2. References to interfaces and limitations with existing facilities or systems with which the intended building or facility must comply.
- 3.3. Sufficient functional, dimensional and environmental details of any Client supplied components/equipment that is to be incorporated within the project shall be provided to ensure compatibility with the project.
- 3.4. Special conditions e.g. environmental shall be stated either directly or by reference to an appropriate standard. In stating such conditions, combinations

of certain conditions shall be considered in addition to any single condition in isolation.

3.5. Constraints governing the selection and use of special materials shall be stated e.g. reference to the Montreal Protocol.

SECTION 4. Safety

4.1. Arrangements regarding the appointment of Planning Supervisor and Principal Contractor as required by relevant legislation shall be stated.

4.2. All known safety hazards shall be stated and recorded separately in the Health and Safety Plan, together with the appropriate risk assessments.

SECTION 5. Commissioning

5.1. Any special commissioning and testing requirements or procedures shall be stated and recorded separately in the Quality Plan.

SECTION 6. Appendices

6.1. Appendices shall include a copy of the risk register and reference to the VM report(s) resulting from the PC's workshop.

6.2. Only common terms and abbreviations shall be used and these shall be explained in the Appendices.