

Completing the Design Assurance template

October 2024

Background

The intention of the design assurance (DA) review is to assess the quality and completeness of the project documentation and to examine the design processes being demonstrated.

To ensure that project design teams deliver on Health New Zealand expectations, it is important to clearly articulate what will be reviewed.

This document outlines those requirements and provides instructions on how to complete the template.

Purpose

The purpose of completing the DA template is to:

1. demonstrate that the project design team have considered and addressed key project design processes and deliverables
2. establish consistent project design process considerations for Health New Zealand | Te Whatu Ora infrastructure projects
3. establish a standardised format for Health New Zealand | Te Whatu Ora project design documentation.
4. clearly articulate the design and documentation issues that are important to Health New Zealand.
5. assist the National Facility Design, Advisory and Assurance team (NFDAA) locate the required information within the documentation package.

Why is this information important

Health New Zealand | Te Whatu Ora expects project design teams to provide consistent design documentation. Evidence of this consistent level of documentation, sound process and decision tracking/transparency is important; so that key project information may be captured, analysed, and reported.

The DA template provides project design teams the opportunity to demonstrate that they have followed and fulfilled the requirements for each design phase.

Viewing this material as part of the DA process provides us with the confidence that the correct processes are being applied on the project.

When do we expect to see it

On request, the project DA template file will be issued by the NFDAA to the project design team. The DA template should be completed by the project design team for each of the following design phases.

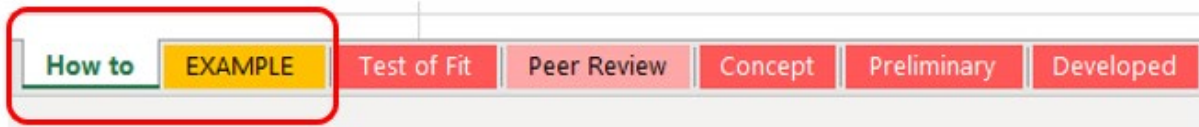
- ✓ Test of Fit
- ✓ Concept Design
- ✓ Preliminary Design
- ✓ Developed Design

Completing the template

The following steps describe what is required:

Step 1 – Refer to the example tab

At completion of the appropriate design phase and in anticipation of an upcoming DA review, project design teams are asked to refer to DA template example as well as the “How to” tab for tips, typical content extent, and recommended response style.



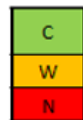
Step 2 – Complete the project design team comment and status indicator sections

Project design teams need to complete the ‘watermelon-coloured’ sections in the relevant design stage tab in a similar style as described in the DA example tab (step1).

This includes completing the project design team comments as well as the status indicator (column J) as a self-assessment tool, which indicates whether the task is complete (C), work in process (W) or not complete (N)

Note, the comments field is not to be used to explain how the item has been addressed, but rather, to reference where this information is located in the design pack.

E	F	G	H	I	J
Design Team Comments (complete in each design phase sheet)					Status Indicat



Step 3 – What items need to be completed?

Project design teams need to complete the ‘watermelon-coloured’ sections for the ‘required’ and any relevant items that are tagged ‘may be required’ as indicated in column D of the template. .

D	Legend - required column
Required	- Not required
•	○ May be required
•	● Required

Step 4 – DA template completion and document package issue

Project design teams are asked to send the completed DA template and required design phase documentation to facility.design@tewhatuora.govt.nz

(example noted below is the documentation list required for Concept Design (Columns D-F))

Document Type	
○	2.01 Future Facility Plan (including Model of Care - if not already provided)
○	2.02 Masterplan Report and drawings (if not already provided)
○	2.03 Functional Design Brief (if not already provided)
●	2.04 Concept Design Report, Appendices (Service Consultants) and Drawings
●	2.05 Schedule of Accommodation (Aligned with IIG example SOA)
●	2.06 Other External consultants reports
●	2.07 Standard Room List
●	2.08 Peer Review Report

Questions or further assistance?

For any questions, please contact facility.design@tewhatauora.govt.nz and one of the National Facility Design, Advisory and Assurance team will be in touch.