6.0 Project Design Report

Background

The intention of the design assurance review is to look at completeness of documentation and process.

To assist project design teams in meeting the design assurance requirements, it is important to clearly articulate what will be reviewed so that project design teams have a clear understanding of what is expected.

This document outlines the inclusions for those requirements for **Project Design Reports**.

Contents

Purpose of a Design Report

The purpose of a Design Report is to:

a) provide the background, key project information and current status of the proposed design.

b) report what has occurred and what are the risks noted during the current project phase.

c) provide information to the client so that they may compare the performance of the proposed design to the design requirements listed in the Functional Design Brief.

d) provide an historical reference document that reports all information and records the client endorsement and acceptance of the proposed design at this phase; and

e) provide the opportunity for stakeholders to include caveats to their endorsement.

Why do we ask to see this document?

The design report should include key project and client endorsement information. Viewing this as part of the design assurance (DA) process provides confidence that the design package aligns to what is required and expected.

When do we expect to see this document?

The design report should be completed by the project team at the completion of each design phase as is considered industry standard. We expect to see the document at each of the following DA phases:

X Test of Fit

✓ Concept Design

✓ Preliminary Design

✓ Developed design

What do we expect to see as part of design assurance review?

Evidence of sound process and decision tracking / transparency is important; we will be looking for the ability for clients to seek historical references to support the position noted within the design report. The report also acts as a repository of important project information.

During the DA review we will be expecting to see the following content:

Requirement	Description	Expectation	Insufficient
1.User Group meetings that occurred during this design phase, evidence of attendees and client endorsement.	Recording the occurrence of project meetings and attendees listed during this design phase is expected in the report. Providing this information assists in tracking the inclusion of key project information, expert knowledge, co-design, and scrutiny as well as aligning with the program and checking the project progress. It is also expected that the design report should provide the opportunity to demonstrate client endorsement of the report's content. It is recommended that an endorsement table is	✓ A reference endorsement table / cover page that includes names, roles, and signatures at the front of the document is recommended	X Examples of insufficient information include an email from one person speaking on behalf of the wider group.

Requirement	Description	Expectation	Insufficient
	included at the front the report.		
2. Alignment with Te Whatu Ora Functional Design Brief (FDB) template *(under development and should be available soon)*	Using the template contents page as a minimum provides certainty regarding the reporting requirements for all NZ publicly funded health projects.	✓ Contents page that includes as a minimum, the information noted in the Te Whatu Ora FDB template. The body of the report should contain sufficient relevant content that fully addresses each item.	X Examples of insufficient information include not providing all required reporting content that is noted in the template.

Additional support

Templates

The FDA is developing a design report document contents page template for reference and use by project teams. Additional information to this required content may be added to the report as the project design team sees fit. The format and content may vary depending on the project phase DA check list. Information requested at the beginning of the project may not be required during the later design phases.

Questions or further assistance?

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