

Communications Management Document V.3

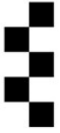
This communications management document lists the items to be noted, checked, remembered, and delivered when completing a project, planned maintenance or urgent works that could cause detriment to the community. Please fill in Part 1 and Part 2 (if applicable) with as much relevant information as possible.

Please fill in and return to the ems-ops-comms@essex.ac.uk who will disseminate wider communications once the project manager/instigator of works has carried out their initial stakeholder engagement.

PART 1

Please ensure a two week period for communications to go out to all users

To be completed by the Project Manager/Instigator of works	
	<p>Name of Project Manager responsible/Instigator of works</p> <p>Date form submitted</p>
1.	Proposed works taking place.
2.	Reasons for work to be undertaken.
3.	Proposed dates and times of work taking place.
4.	Proposed alternative dates.
5.	<p>Works have been checked against University key dates to ensure they are viable.</p> <ul style="list-style-type: none"> • The University calendar and University Events calendar • The register of critical periods (currently produced by IT) <p>I can confirm that I have checked against the above calendars and register. Yes</p>



6.	Who is carrying out this work? Internal team External contractor - please fill in the below Name of Contractor Project lead Contractor contact details (<i>For emergencies only</i>)
7.	Please provide any contingency measures if works are extended or delayed.
8.	The precise location of works taking place (please provide as much detail as possible).
9.	Identify and list what service areas/departments/sections will be affected by these proposed works. e.g. Essex Food, SU, WHH, Access Forum, etc.
10.	Identify and list the impact this work will have on users and any proposed mitigating measures (please provide as much detail as possible)? e.g. noise levels, restricted access, power, water etc.
11.	Adequate consultation in accordance with point 9&10 has been made with all relevant technical teams (e.g. Estates in-house teams, external contractors employed by Estates, Asbestos Manager, University Fire Safety Officer, Health & Safety, IT Services, etc.), internal and external to the Section. Yes No List details below:

12.	<p>Adequate consultation has taken place with those that are directly affected by these proposed works.</p> <p>Yes No</p> <p>Contact names and dates when consultation has taken place:</p>
13.	<p>Will you require the Customer Services Team to carry out any further communications with stakeholders?</p> <p>Yes - How often weekly weekly fortnightly monthly</p> <p>How will the Customer Services Team be kept updated? Please state below:</p> <p>No</p>

Communications Management Document Checklist	
Is the work "urgent" or "planned"?	Raise this with Customer Services team immediately if urgent
Will signage be required (e.g. restricted access, electricity/water shutdown, etc.)?	The project manager/instigator of work needs to raise a call log with the Help Desk requesting signage. A further call log will need to be raised with the porters if the PM/instigator of works requires assistance for installing and removing signage
Will an area need to be "locked off"? (e.g. locking of laundrette door during a water shutdown)?	The project manager/instigator of work needs to liaise directly with the department affected or Security in order to have an area locked and unlocked after works are complete.
Are skips and compounds required?	Liaise with Customer Services Team
Will contractors require car parking spaces?	In the first instance contractors should be directed to the Capon Road carpark. If a contractor needs to park under podia the Help Desk will need to be contacted.
Are you working in or near student Accommodation?	Contact Accommodation Essex to find out if there are any time restrictions that may apply and/or if under 18s are staying in Accommodation
Adequate consultation has taken place with all relevant technical teams and all RAMS and permits have been agreed	
If working during core activities has "PART 2" of the Communications Management Document been filled out?	Have you also checked the most up to date version of the Key Event Schedule located at the Building works at Colchester webpage ?

PART 2

Please only complete Part 2 if your project/work takes place on any of the below key University dates:

DATE OF KEY EVENT	DESCRIPTION OF KEY EVENT	Specify when proposed work will take place
20 April – 8 May 2020	Early Exams	
11 May – 5 June 2020	Summer Exams (including 16,23 and 30 May)	
12 June 2020	Annual Meeting of Court	
18 June 2020	UCAS Convention	
20 June 2020	June Open Day	
13 – 17 July 2020	Graduation	
06-19 August 2020	Clearing (Including Clearing Open Days 13,14,15 August)	
01-11 September 2020	Resit exams	
19 September 2020	September Open Day	
04 October 2020	Arrivals Day	
05 – 16 October 2020	Welcome Weeks	
24 October 2020	October Open Day	
17-18 December 2020	Winter Graduation	

Please detail the impact that your proposed works will have during the time of the key event and what additional measures would be introduced to mitigate impact:

Approved:	Yes	No
Signed:		Director of ECS