

Communications Management Document V.5

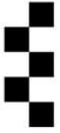
This communications management document lists the items to be noted, checked, remembered, and delivered when completing a project, planned maintenance or urgent works that could cause detriment to the community. Please fill in Part 1 and Part 2 (if applicable) with as much relevant information as possible.

Please fill in and return to 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 <input type="checkbox"/></p> |



| | |
|-----|--|
| 6. | Who is carrying out this work? Internal team <input type="checkbox"/> External contractor <input type="checkbox"/> - 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 <input type="checkbox"/> No <input type="checkbox"/> List details below: |

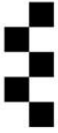
| | |
|------------|--|
| 12. | <p>Adequate consultation has taken place with those that are directly affected by these proposed works.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Contact names and dates when consultation has taken place:</p> |
| 13. | <p>Will you require the Customer Services Team to carry out any further communications with stakeholders?</p> <p>Yes <input type="checkbox"/> - How often weekly <input type="checkbox"/> fortnightly <input type="checkbox"/> monthly <input type="checkbox"/></p> <p>How will the Customer Services Team be kept updated? Please state below:</p> <p>No <input type="checkbox"/></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 launderette 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 |
|--------------------------|--|---|
| 04–15 January 2021 | Christmas Vacation Exams (including 9 January) | |
| 26 April – 15 May 2021 | Early Exams (Possibly including Weekends) | |
| 17 May – 18 June 2021 | Summer Exams (including Saturday's 22,29 May and 5 June) | |
| 19 June 2021 | June Open Day | |
| 25 June 2021 | Annual Meeting of Court & summer Reception | |
| 19– 23 July 2021 | Graduation (Class 2020) | |
| 26 – 30 July 2021 TBC | Graduation (Class 2021) | |
| 31 Aug – 17 Sept 2021 | Re-sit Exams (Possibly including Weekends) | |
| 18 September 2021 | September Open Day | |



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:

A large empty rectangular box for providing details on the impact of proposed works and mitigation measures.

| | | |
|------------------|------------|------------------------|
| Approved: | Yes | No |
| Signed: | | Director of ECS |