

Communications Management Document V.17

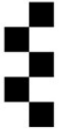
This communications management document lists the items to be noted, checked, remembered, and delivered when completing a project, planned maintenance or urgent works that could cause detriment to the community. Please fill in Part 1 and Part 2 (if applicable) with as much relevant information as possible.

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:

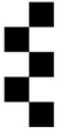
12.	<p>Adequate consultation has taken place with those that are directly affected by these proposed works.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Contact names and dates when consultation has taken place:</p>
13.	<p>Will you require the Customer Services Team to carry 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?	The project manager/instigator of work needs to liaise directly with the Transport team (transport@essex.ac.uk)
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
Will the work be taking place in a PC/IT Lab or teaching space?	The project manager/instigator of work needs to book the space out with either IT Services or the Timetabling and Room Booking Team
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
26 November 2022	Mini Open Day Colchester Campus	
19 – 22 December 2022	Study Abroad In-Person Exams	
03 -13 January 2023 (incl. Sat 7)	Study Abroad and Christmas Vacation Exams (hybrid online and In-Person)	
08 January 2023	January Arrivals 2023	
28 – 30 March 2023	Spring Graduation 2023	
24 April – 12 May 2023	Early Exams (Hybrid Online & In Person)	
15 May – 16 June 2023	Summer Exams (incl. Sat 20,27 May & 3, 10 June 2023) (Hybrid Online & In	
14 June 2023	UCAS Exhibition	
17 June 2023	June Open Day (Colchester)	
29 June 2023	Annual Meeting and Summer Reception	
17 July – 21 July 2023	Summer Graduation 2023	
TBC	Hot Clearing	
TBC	Clearing Open Day	
TBC 21 Aug – 15 Sept 2023	Re-sit Exams	
TBC	Southend Open Day	
16 Sept 2023	September Open Day (Colchester Campus)	



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:		Head of Customer Services