**Communications Management Document V.25**

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**](mailto: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**

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|  | **To be completed by the Project Manager/Instigator of works** |
|  | **Name of Project Manager responsible/Instigator of works**  Click or tap here to enter text.  **Date form submitted.**  Click or tap here to enter text. |
| **1**. | **Proposed works taking place.**  Click or tap here to enter text. |
| **2.** | **Reasons for work to be undertaken.** |
| **3.** | **Proposed dates and times of work taking place.**  Click or tap here to enter text. |
| **4.** | **Proposed alternative dates.**  Click or tap here to enter text. |
| **5.** | **Works have been checked against University key dates to ensure they are viable.**   * [The University calendar and University Events calendar](https://www.essex.ac.uk/governance-and-strategy/governance/university-calendar) * [The register of critical periods (currently produced by DITS)](https://www1.essex.ac.uk/it/restricted/critical-periods/)   I can confirm that I have checked against the above calendars and register. Yes |

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| **6.** | **Who is carrying out this work?**  Internal team  External contractor  - please fill in the below  Name of Contractor  Click or tap here to enter text.  Project lead  Click or tap here to enter text.  Contactors contact details *(For emergencies only)*  Click or tap here to enter text. |
| **7.** | **Please provide any contingency measures if works are extended or delayed.**  Click or tap here to enter text. |
| **8.** | **The precise location of works taking place (please provide as much detail as possible).**  Click or tap here to enter text. |
| **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.  Click or tap here to enter text. |
| **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.  Click or tap here to enter text. |
| **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 Manager, Health & Safety, IT Services, etc.), internal and external to the Section.**  Yes  No  List details below:  Click or tap here to enter text. |

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

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| **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 Travel team on [travel@essex.ac.uk](mailto:travel@essex.ac.uk) |
| Will contractors require car parking spaces? | In the first instance contractors should be use surface car parks and register their details with the Travel team. If a contractor needs space under podia the travel team must be contacted urgently. |
| 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?](https://www.essex.ac.uk/staff/building-and-maintenance-services/building-works-at-colchester-campus) |

# PART 2

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

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| **DATE OF KEY** | **DESCRIPTION OF KEY EVENT** | **Specify when proposed work will** |
| **EVENT** | **take place** |
| 17 Feb 2024 | Offer Holder Day (Saturday) | Click or tap here to enter text. |
| 09 Mar 2024 | Offer Holder Day (Saturday) | Click or tap here to enter text. |
| 20 Mar 2024 | PG Open Evening (Wednesday) | Click or tap here to enter text. |
| 03 Apr 2024 | Offer Holder Day/ Mini Open Day (Wednesday) | Click or tap here to enter text. |
| 15 – 19 Apr 2024 | Spring Graduation | Click or tap here to enter text. |
| 04 May 2024 | Offer Holder Day (Saturday) | Click or tap here to enter text. |
| 12 Jun 2024 | UCAS Convention | Click or tap here to enter text. |
| 27 Jun 2024 | Annual Meeting and Summer Reception | Click or tap here to enter text. |
| 15 - 19 Jul 2024 | Summer Graduation | Click or tap here to enter text. |
| 12-19 August 2024 | Hot Clearing | Click or tap here to enter text. |
| 17 August 2024 | Clearing Open Day | Click or tap here to enter text. |
| 21 Sep 2024 | Open Day (Saturday) | Click or tap here to enter text. |
| 28 – 29 Sep 2024 | Arrivals Weekend | Click or tap here to enter text. |
| 30 Sep – 03 Oct 2024 | Welcome Week | Click or tap here to enter text. |
| 04 Oct 2024 | Freshers Fair | Click or tap here to enter text. |
| 26 Oct 2024 | Open Day (Saturday) | Click or tap here to enter text. |



# 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:

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| **Approved:** | **Yes** | **No** |

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| **Signed:** | Click or tap here to enter text. | **Head of Customer Services** |