

# CIC Guidelines

## Project Establishment

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- One click:  
Party(ies) required to input,  
assist, and coordinate.
- Two clicks:  
Deliverable required and  
party(ies) responsible.

## Approvals and Inputs

**Client Approval:** To proceed with Project Establishment activities.

**Client Information:** Provide information that the Client holds regarding the site and project vision.

## Health and Safety

**Health and Safety at Work – Design (HSD):** Consider report to reasonably address Health and Safety issues during use, maintenance, construction, demolition or disposal. Include SubContractor design.

**Health and Safety at Work – Construction (HSW):** Consider report to reasonably address Health and Safety issues during construction.

**Existing Conditions/Materials:** Report existing risks, prepare preliminary assessment.

**Other:** (specify)

## General

**Quality Assurance:** Prepare project specific QA plan.

**Attend:** To correspondence and at meetings.

**Resources:** Align internal resources with Programme requirements, prepare design programme if required.

**Value Management (VM):** Develop VM strategies for the project.

**Seismic Design:** Confirm responsibility for seismic design across all disciplines.

**Client Report:** Content and timing per PEP H&S, Programme, Progress, Cost, Risk, Non Conformances, etc.).

**Collate:** Relevant information from all disciplines and issue at agreed milestones.

**Other:** (specify)

## BIM: Develop and agree strategies and objectives.

**Stakeholders:** Identify and confirm handover data requirements and format.

**BIM Execution Plan (BEP):** Prepare preliminary.

**Common Data Environment (CDE):** Specify Client preferences, confirm if for design phase only or entire project.

**Other:** (specify)

## Environmentally Sustainable Design (ESD)

**ESD:** Define ESD objectives.

Deliverables	Required	Client	Project Manager	Townplanning/Traffic	Topographical Surveyor	Architect	Designer/LBP	Quantity Surveyor	Structural	Civil	Mechanical	Electrical	Plumbing and Drainage	Fire Engineering	Fire Protection	Builder	Other	N/A
Report																		
Coordinate																		
Report																		
Report																		
Report																		
Other: (Specify)																		
Report																		
Minute/Note																		
Report																		
Report																		
Coordinate																		
Report																		
Coordinate																		
Other: (Specify)																		
Coordinate																		
Report																		
Coordinate																		
Other: (Specify)																		
Coordinate																		

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## Compliance

	Deliverables	Required	Client	Project Manager	Townplanning/Traffic	Topographical Surveyor	Architect	Designer/LBP	Quantity Surveyor	Structural	Civil	Mechanical	Electrical	Plumbing and Drainage	Fire Engineering	Fire Protection	Builder	Other	N/A
<b>Resource Consent:</b> Consider project requirements.	Report																		
<b>Town planning and associated legislation:</b> Investigate planning controls, consult with Territorial Authority as appropriate	Report																		
<b>Heritage:</b> Identify scheduling with TA or Heritage NZ.	Report																		
<b>Urban design:</b> Consider urban design requirements with TA including possible liaison with Urban Design Panel.	Coordinate																		
<b>Compliance:</b> Consider compliance strategies for the project.	Coordinate																		
<b>H1 Energy efficiency:</b> Confirm responsibilities for H1 documentation.	Coordinate/ Report																		
<b>Other:</b> (specify)	Other: (Specify)																		

## Management

<b>Health and Safety:</b> Prepare overall project H&S plan/register incorporating both HSD and HSW matters.	Report																		
<b>Brief:</b> Prepare stating objectives, scope and constraints including time and budget.	Report																		
<b>Project Programme:</b> Prepare showing high level timeline and milestones.	Report																		
<b>Project Execution Plan:</b> Prepare and consult with others, finalise and issue. Include requirements for management 'platform', e.g. Aconex.	Report																		
<b>Team:</b> Identify necessary consultants, and scope including areas of work to be undertaken by Design Build, ESD Leader/Consultant and BIM Manager.	Coordinate																		
<b>Prequalify Design Team:</b> Seek statements and review H&S policy and QA accreditation, experience, resource, capability, cost, BIM Assessment.	Coordinate																		
<b>BIM:</b> Prepare Project BIM Brief confirming consultant BIM scope requirements.	Coordinate																		
<b>BIM manager:</b> Identify requirement and engage for design stages required.	Coordinate																		
<b>Engage Design Team:</b> Prepare and issue guidelines, agreements, insurance requirements, Producer Statement Authorship, BIM capability, etc.	Coordinate																		
<b>Insurances:</b> Review and agree required project insurances (PI, PL, Construction, etc.).	Report																		
<b>Consultant Payments:</b> Review and certify claims.	Certify																		
<b>Survey:</b> Identify requirements – topographical, civil, geotechnical, existing building drawings, hazards, as built, hydrological, heritage, etc.	Coordinate/ Draw																		
<b>Environmentally Sustainable Design (ESD):</b> Outline ESD options with Client (i.e. NZBC, Homestar™, Green Star etc.).	Report																		
<b>PCG/Client Meetings:</b> Facilitate, chair, issue notes, attend.	Minute/Note																		
<b>Design Meetings:</b> Facilitate, chair, issue notes, attend.	Minute/Note																		
<b>Stakeholders and User Groups:</b> Consider engagement.	Coordinate																		
<b>Risks:</b> Prepare schedule.	Schedule																		
<b>Budget / Cost Planning:</b> Seek out high level budget estimates to inform project feasibility and constraints.	Coordinate																		
<b>Resource and Building Consents:</b> Identify outline requirements.	Minute/Note																		
<b>Building Code Compliance:</b> Who is providing what.	Coordinate																		
<b>Elements not covered:</b> In this stage.	Report																		
<b>Provide deliverables:</b> From this stage for commencement of next stage.	Coordinate																		
<b>Other:</b> (specify)	Other: (specify)																		

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## Design

	Deliverables	Required	Client	Project Manager	Townplanning/Traffic	Topographical Surveyor	Architect	Designer/LBP	Quantity Surveyor	Structural	Civil	Mechanical	Electrical	Plumbing and Drainage	Fire Engineering	Fire Protection	Builder	Other	N/A
<b>Design Process:</b> Agree the structure of the design process.	Report																		
<b>Brief:</b> Obtain brief requirements from Client.	Minute/ Note																		
<b>Site:</b> Assist Client with site selection.	Coordinate																		
<b>Other:</b> (specify)	Other: (Specify)																		

## Cost

<b>Due Diligence:</b> Identify any previous history or work documented to date. Oversee initial appraisal, market analysis etc.	Report																		
<b>Feasibility:</b> Prepare the project feasibility/viability, business case.	Report																		
<b>Other:</b> (specify)	Other: (Specify)																		

## Structural/Geotechnical

<b>Brief:</b> Consider requirements for importance levels, seismic requirements, special loads, geotechnical issues or other.	Report																		
<b>Other:</b> (specify)	Other: (Specify)																		