

**ANNEXURE 1**

- Architects responsibility where no Project Manager employed
- Development Manager responsibility where no Project Manager employed

**ARCHITECTURE DEPARTMENT: PROJECT WORKSTAGES, TASKS AND ACTIVITIES ALLOCATION  
WORKSTAGE 1 (SUMMARY TASK)**

TASK NO.	TASK	DEVELOPMENT MANAGER ACTIVITIES	PROJECT MANAGER ACTIVITIES	DEVELOPMENT COST MANAGER ACTIVITIES	ARCHITECT ACTIVITIES
1.1.	PROJECT ESTABLISHMENT	1.1.1. Appointed by Manager: Architecture. Obtain basic Project Info. i.e. Client/Facility etc.	1.1.1.	1.1.1. Appointed by Manager : Quantity Surveying	1.1.1.
		1.1.2. Determine scope (related to client objectives and constraints) of Project at initial Client meeting and brief them on the Project Procurement Process and work through the process (time permitting).	1.1.2. Attend Initial Client Meeting, if appointed.	1.1.2. Attend initial Client meeting. Obtain estimated forward capital expenditure from client (if available)	1.1.2. Attend initial Client meeting, if necessary.
		1.1.3. Determine Consultant route and at what stage they will be required.	1.1.3.	1.1.3. Assist in determining consultant route (Q.S. Consultant)	1.1.3.
		1.1.4. Do early preliminary appraisal if required i.e. Accommodation needs Select procurement route site-fit. Systems? Standard design? Standard Cost?	1.1.4.	1.1.4. Assist with Preliminary Appraisal.	1.1.4.
		1.1.5. Organise:- * Job number ; * Contract No ; * Contract File ; * Requisition ; * Vote Number; Include in Concept Brief Documentation to all Consultants with Project Modis operandi	1.1.5. Obtain :- Contract No.	1.1.5. Obtain Admin info: - * Job No. ; * Contract No ; * Financial file	1.1.5. Obtain :- * Job number ; * Contract No.
		1.1.6. Draft Preliminary Programme. Draft Project Organisational framework and Project Scope Document (concept Brief) - Obtain project budget Basis for Consultant Appointments	1.1.6. Assist with project Organisational framework /Conceptual Brief.	1.1.6. Assist with preliminary project programme compilation.	1.1.6. Input into preliminary programme
		1.1.7. Allocate Human Resources - apportion costs/fee distributions assisted by Development Cost Manager Appoint Consultants and negotiate fees & conditions.	1.1.7. Assist with Consultant Selection and Appointment.	1.1.7. Allocate project Quantity Surveyor and assist Development Manager	1.1.7. Confirm Appointment.
		1.1.8. Set-up and chair Project introductory meeting with Client/Consultants i.e. :- * Scope of Project/Concept Brief; * Team Build; * Project Information Document <small>(included above)</small> * Project Programme * Modis Operandi	1.1.8. Attend Project Introduction Meeting with client/Consultant and obtain :- * Scope of Project/Concept Brief * Project Information Document; * Project Programme; * Modis Operandi;	1.1.8. Input / Assist Development Manager with Project Introduction Meeting with client/Consultant and obtain :- * Scope of Project/Concept Brief ; * Project Information Document; * Project Programme; * Modis Operandi;	1.1.8. Attend Project Introduction Meeting with client/Consultant and obtain :- * Scope of Project/Concept; Brief * Project Information Document ; * Project Programme ; * Modis Operandi.
		1.1.9. Confirm Project Information & Programme with Project Manager, if necessary. Revise Project Programme and confirm with Client/Team.	1.1.9. Set up meeting with Team Revise Project Information & Programme with team if necessary.	1.1.9. Attend Project Feedback meeting .	1.1.9. Attend Project Programme revision meeting.
		1.1.10. Manage TRAM.	1.1.10. Input into TRAM.	1.1.10. Oversee TRAM input/data capture	1.1.10. Input into TRAM.
1.2.	ESTABLISH SITE INFORMATION	1.2.1. Initiate visit to the site Check site conditions which will impact on design and cost i.e. :- access, possible geotechnical problems, services, traffic, trees, roads, physical topography . Issue basic site infor. to Project Manager.	1.2.1. Visit the site Check site conditions which will impact on cost i.e. :- access, possible geotechnic problems, services, Traffic, Trees, Roads, Physical Topography . Issue to team all available information.	1.2.1. Visit the site. Check site conditions which will impact on cost i.e. :- access, possible geotechnic problems, services, Traffic, Trees, Roads, Physical Topography . Ensure all relevant aspects taken into consideration.	1.2.1. Visit the site Check site conditions which will impact on design i.e. :- access, possible geotechnic problems, services, Traffic, Trees, Roads, Physical Topography . Obtain site information.
		1.2.2. Confirm site allocation with Land Tran.	1.2.2.	1.2.2.	1.2.2.
		1.2.3.	1.2.3.	1.2.3.	1.2.3. Establish T/P and U/D criteria.
		1.2.4. Initiate land survey	1.2.4. Ensure delivery of Land Survey.	1.2.4.	1.2.4. Obtain Land Survey.
		1.2.5.	1.2.5.	1.2.5.	1.2.5. Locate Existing Services

TASK NO.	TASK	DEVELOPMENT MANAGER ACTIVITIES	PROJECT MANAGER ACTIVITIES	DEVELOPMENT COST MANAGER ACTIVITIES	ARCHITECT ACTIVITIES
		1.2.6.	1.2.6.	1.2.6.	1.2.6. Establish Traffic Department criteria.
		1.2.7. Initiate geotechnic investigation	1.2.7. Ensure delivery of geotechnic investigation.	1.2.7.	1.2.7. Obtain Geotechnic Information.
		1.2.8. Attend Team Feedback meeting.	1.2.8. Arrange/chair Team Feedback meeting. <input type="checkbox"/>	1.2.8. Attend team feedback meeting.	1.2.8. Arrange Team Feedback meeting.
		1.2.9. Initiate Environment Impact Study and any other relevant study.	1.2.9. Advise Development Manager on all necessary studies (environment). <input type="checkbox"/>	1.2.9. Cost Impact?	1.2.9. Respond to Environmental Impact Study/others.
		1.2.10 Report Project Progress to Manager: Architecture.	1.2.10. Report project progress to Development Manager. <input type="checkbox"/>	1.2.10 Report project progress to Manager Quantity Surveying	1.2.10 Report project progress to Project Manager.
		1.2.11 Manage ) Motivate ) Monitor ) Project Manager=s performance Ensure )	1.2.11 Manage ) Motivate ) Monitor ) Team=s Performance Ensure )	1.2.11 Manage ) Motivate ) Monitor ) Q.S. Consultant=s Performance Ensure )	1.2.11
		1.2.12 Manage TRAM.	1.2.12 Input into TRAM.	1.2.12 Oversee TRAM input/data capture	1.2.12 Input into TRAM.
1.3.	FORMULATE BRIEF	1.3.1. Set up Client/End User meeting and confirm the accommodation schedule and areas.	1.3.1 Attend meeting with Client/End User (accommodation schedule and areas).	1.3.1.	1.3.1. Attend Client/End User meeting & confirm the accommodation schedule & areas.
		1.3.2.	1.3.2	1.3.2. Provide Quantity Surveyor with common project data base information.	1.3.2. Visit like facilities and record positives and negatives (plans/materials).
		1.3.3.	1.3.3	1.3.3.	1.3.3. Research appropriate structures i.e. local & international precedents.
		1.3.4. Set-up discussion with Client on existing operations plan and discuss alternatives.	1.3.4 Attend discussion on clients existing operations plan & discuss alternatives.	1.3.4. Determine whether necessary for Quantity Surveyor to attend meeting.	1.3.4. Investigate Client=s existing operations plan and discuss alternatives.
		1.3.5. Input into Project Brief -confirm content /structure.	1.3.5 Write structured >project brief= document. <input type="checkbox"/>	1.3.5.	1.3.5. Input in project brief.
		1.3.6. Attend Team feedback meeting.	1.3.6. Set-up feedback meeting Confirm >project brief= with Consultants. <input type="checkbox"/>	1.3.6. Attend feedback meeting.	1.3.6. Attend feedback meeting.
		1.3.7. Organise client acceptance of Project Brief.	1.3.7. Confirm project brief, Clients acceptance.	1.3.7.	1.3.7.
		1.3.8. Manage ) Motivate ) Monitor ) Project Manager=s performance Ensure )	1.3.8. Manage ) Motivate ) Monitor ) Team=s performance Ensure )	1.3.8. Manage ) Motivate ) Monitor ) Q.S. Consultant=s Performance Ensure )	1.3.8.
		1.3.9. Manage TRAM.	1.3.9. Input into TRAM.	1.3.9. Oversee TRAM input/data capture	1.3.9. Input into TRAM.
		1.3.10 Report project progress to Manager: architect.	1.3.10 Report project progress to Development Manager. <input type="checkbox"/>	1.3.10 Report progress to Manager: Quantity Surveying.	1.3.10
1.4.	FEASIBILITY STUDY	1.4.1.	1.4.1.	1.4.1. Obtain results from Quantity Surveyor.	1.4.1. Do feasibility study in order to test accommodation, and site compatibility.
		1.4.2.	1.4.2.	1.4.2.	1.4.2. Co-ordinate input of other disciplines.
		1.4.3. Attend Team feedback meeting and confirm Department acceptance.	1.4.3. Set up Team feedback meeting. <input type="checkbox"/>	1.4.3. Attend Feedback meeting.	1.4.3. Attend and present at Team Feedback meetings.
		1.4.4. Manage ) Motivate ) Monitor ) Project Manager=s performance Ensure )	1.4.4. Manage ) Motivate ) Monitor ) Team Performance Ensure )	1.4.4. Manage ) Motivate ) Monitor ) Q.S. Consultant=s Performance Ensure )	1.4.4. Manage input of team members.
		1.4.5. TRAM management.	1.4.5. Input into TRAM.	1.4.5. Oversee TRAM input / data capture	1.4.5. Input into TRAM.
1.5.	REPORT BACK TO CLIENT	1.5.1. Compile feasibility report to the client.	1.5.1. Input into feasibility report.	1.5.1. Assist Development Manager with Departmental input.	1.5.1. Prepare design input into feasibility report
		1.5.2. Present feasibility report at Feedback meeting.	1.5.2. Attend feasibility report back meeting.	1.5.2. Attend Report feedback meeting.	1.5.2. Attend Report feedback meeting - Do presentation if required
		1.5.3. Manage TRAM.	1.5.3. Input into TRAM.	1.5.3. Oversee TRAM input / data capture.	1.5.3. Input into TRAM
		1.5.4. Do/Arrange Consultant=s performance appraisals for database.	1.5.4.	1.5.4. Do / Arrange Consultants performance appraisals for data base.	1.5.4.

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□ Development Manager responsibility where no Project Manager employed

**ARCHITECTURAL SERVICES : PROJECT WORKSTAGES, TASKS AND ACTIVITIES ALLOCATION**  
**WORKSTAGE 1 (SUMMARY TASK)**

TASK NO.	TASK	QUANTITY SURVEYOR ACTIVITIES	STRUCTURAL ENGINEERS ACTIVITIES	ELECTRICAL ENGINEERS ACTIVITIES	MECHANICAL ENGINEERS ACTIVITIES
1.1.	PROJECT ESTABLISHMENT	1.1.1.	1.1.1.	1.1.1.	1.1.1.
		1.1.2.	1.1.2.	1.1.2.	1.1.2.
		1.1.3.	1.1.3.	1.1.3.	1.1.3.
		1.1.4.	1.1.4. Assist with Preliminary Appraisal.	1.1.4. Assist with Preliminary Appraisal.	1.1.4. Assist with Preliminary Appraisal.
		1.1.5. Obtain info :- * Job No.; * Contract No ;	1.1.5. Obtain admin info :- * Job No.; * Contract No ;	1.1.5. Obtain admin info :- * Job No.; * Contract No.	1.1.5. Obtain admin info :- * Job No.; * Contract No ; * Requisition ; * Vote No.
		1.1.6. Input into preliminary programme.	1.1.6. Input into preliminary programme.	1.1.6. Input into preliminary programme.	1.1.6. Input into preliminary programme.
		1.1.7. Confirm appointment	1.1.7. Allocate project Engineer.	1.1.7. Allocate project Engineer.	1.1.7. Allocate project Engineer.
		1.1.8. * Attend scope of commission meeting with Development Manager/Project Manager ; * Discuss costing systems ; * Check Project finance with Development Cost Manager;	1.1.8. Attendance at client meeting as required.	1.1.8. Attendance at client meeting as required.	1.1.8. Attendance at client meeting as required.
		1.1.9. Attend Project Feedback meeting .	1.1.9. Attend Project Feedback Meeting.	1.1.9. Attend Project Feedback Meeting.	1.1.9. Attend Project Feedback Meeting.
		1.1.10 Input into TRAM	1.1.10 Input into TRAM	1.1.10 Input into TRAM	1.1.10 Input into TRAM
1.2.	ESTABLISH SITE INFORMATION	1.2.1. Visit the site. Check site conditions which will impact on cost i.e. :- access, possible geotechnic problems, services, Traffic, Trees, Roads, Physical Topography.	1.2.1. Visit the site. Check site conditions which will impact on design i.e. :- access, possible geotechnic problems, services, Traffic, Trees, Roads, Physical Topography.	1.2.1. Visit the site . Check site conditions which will impact on design.	1.2.1. Visit the site. Check site conditions which will impact on design.
		1.2.2.	1.2.2.	1.2.2.	1.2.2.
		1.2.3.	1.2.3.	1.2.3.	1.2.3.
		1.2.4.	1.2.4.	1.2.4.	1.2.4.
		1.2.5.	1.2.5. Locate Existing Services: Stormwater, other.	1.2.5. Locate existing cables, sub-stations etc. Consult with Durban Electricity on supply availability.	1.2.5. Locate Existing Services .
		1.2.6.	1.2.6. Liaise with Architect re: Traffic Department criteria.	1.2.6.	1.2.6.
		1.2.7. Obtain geotechnic information	1.2.7. Obtain geotechnic Info.	1.2.7.	1.2.7.
		1.2.8. Attend feedback meeting.	1.2.8. Attend feedback meeting.	1.2.8. Attend feedback meeting.	1.2.8. Attend feedback meeting.
		1.2.9. Cost Impact?	1.2.9.	1.2.9.	1.2.9.
		1.2.10	1.2.10	1.2.10	1.2.10
		1.2.11	1.2.11	1.2.11	1.2.11
		1.2.12 Input into TRAM	1.2.12 Input into TRAM	1.2.12 Input into TRAM	1.2.12 Input into TRAM

TASK NO.	TASK	QUANTITY SURVEYOR ACTIVITIES	STRUCTURAL ENGINEERS ACTIVITIES	ELECTRICAL ENGINEERS ACTIVITIES	MECHANICAL ENGINEERS ACTIVITIES
1.3.	FORMULATE BRIEF	1.3.1. Attend client/end user meeting and provide early cost information.	1.3.1. Attend early Client/End User meeting; provide early information into structural systems (if required by Architect).	1.3.1. Attend early Client/End User meeting; provide early information into electrical systems (if required by Architect).	1.3.1. Attend early Client/End User meeting; provide early information into Mechanical systems (if required by Architect).
		1.3.2. Cost analysis of past similar projects: cost /m5. Results to Development Cost Manager.	1.3.2. Evaluate structure of past similar facilities (rate / appropriateness).	1.3.2. Research requirements of past like facilities. Do cost / m5 valuation.	1.3.2. Research requirements of similar facilities. Do cost / m5 evaluation.
		1.3.3. Research local and international precedent.	1.3.3. Research appropriate structures i.e. local & international precedents.	1.3.3. Research and evaluate systems.	1.3.3. Research and evaluate systems.
		1.3.4. Attend discussion on clients existing operations plan. ( if necessary)	1.3.4.	1.3.4. Investigate clients 'existing' operations and establish design requirements.	1.3.4. Investigate clients 'existing' operations and establish design requirements.
		1.3.5. Finance Input into brief.	1.3.5. Structural Engineer input into brief if required.	1.3.5. Electrical input into brief if required.	1.3.5. Mechanical input into brief required.
		1.3.6. Attend feedback meeting.	1.3.6. Attend feedback meeting.	1.3.6. Attend feedback meeting.	1.3.6. Attend feedback meeting.
		1.3.7.	1.3.7.	1.3.7.	1.3.7.
		1.3.8.	1.3.8.	1.3.8.	1.3.8.
		1.3.9. Input into TRAM	1.3.9. Input into TRAM	1.3.9. Input into TRAM	1.3.9. Input into TRAM
		1.3.10	1.3.10	1.3.10	1.3.10
1.4.	FEASIBILITY STUDY	1.4.1. Test brief requirement against known available financial budget. Results to Development Cost Manager.	1.4.1. Structural advice on feasibility study - system solution, if it impacts significantly (rates m5/ g etc).	1.4.1. Electrical services advice on feasibility study - system solution if it impacts significantly.	1.4.1. Mechanical services advice on feasibility study - system solution if it impacts significantly.
		1.4.2.	1.4.2.	1.4.2.	1.4.2.
		1.4.3. Attend Feedback meeting.	1.4.3. Attend Feedback meeting.	1.4.3. Attend Feedback meeting.	1.4.3. Attend Feedback meeting.
		1.4.4.	1.4.4.	1.4.4.	1.4.4.
		1.4.5. Input into TRAM	1.4.5. Input into TRAM	1.4.5. Input into TRAM	1.4.5. Input into TRAM
1.5.	REPORT BACK TO CLIENT	1.5.1. Prepare viability cost report for inclusion into Client report.	1.5.1. Input into client report if structural systems impact significantly on the project i.e. Stadia design.	1.5.1. Input into client report if electrical systems impact significantly on the project.	1.5.1. Input into client report if Mechanical systems impact significantly on the project.
		1.5.2. Attend Report feedback meeting.	1.5.2. Attend Report feedback meeting.	1.5.2. Attend Report feedback meeting.	1.5.2. Attend Report feedback meeting.
		1.5.3. Input into TRAM.	1.5.3. Input into TRAM.	1.5.3. Input into TRAM.	1.5.3. Input into TRAM.
		1.5.4.	1.5.4.	1.5.4.	1.5.4.