

Architects responsibility where no Project Manager employed

Development Manager Responsibility where no Project Manager employed

**ARCHITECTURE DEPARTMENT: PROJECT WORKSTAGES, TASKS AND ACTIVITIES ALLOCATION  
WORKSTAGE 2 (SUMMARY TASK)**

TASK NO.	TASK	DEVELOPMENT MANAGER ACTIVITIES	PROJECT MANAGER ACTIVITIES	DEVELOPMENT COST MANAGER ACTIVITIES	ARCHITECT ACTIVITIES
2.1	CONCEPTUAL DESIGN	2.1.1	2.1.1	2.1.1	2.1.1 Do urban design contextual study as appropriate.
		2.1.2	2.1.2	2.1.2	2.1.2 Do conceptual designs incorporating client brief - urban design and environmental and other criteria. Get idea of cost differences from Quantity Surveyor - consider alternatives.
		2.1.3 Attend Office Group Critique and approve direction.	2.1.3 Set-up office group critique.	2.1.3 Attend office group critique.	2.1.3 Present at Office group critique.
		2.1.4	2.1.4 Obtain conceptual drawings.	2.1.4 Obtain m5 rate estimate from Quantity Surveyor. Finalise (re Department costs, etc)	2.1.4 Provide conceptual drawings to team.
		2.1.5	2.1.5 Set-up preliminary planning meetings with Client and End users to get in-put and agree on concept.	2.1.5	2.1.5 Do presentation of early Concept to client.
		2.1.6	2.1.6 Confirm amendments / concerns in writing.	2.1.6	2.1.6 Rework concept as necessary (with client amendments).
		2.1.7 Facilitate in-house Department=s input - sort out any conflict /interpretations.	2.1.7	2.1.7 Assist with any in-house Departmental problems	2.1.7 Shop design around Physical Environment / Fire / Health Departments - make any amendments.
		2.1.8	2.1.8 Check Architects concept proposal for adherence to Project Brief.	2.1.8 Obtain updated m5 rate estimate from Quantity Surveyor and present to the Client/End User. Finalise all Department costs, etc.	2.1.8 Prepare very basic presentation drawings to communicate the concept and present to the Client/End User for preliminary approval. Include an idea of structure, materials, spatial relationships, circulation, services, etc.
		2.1.9 Attend office critique.	2.1.9 Set up team feed back meeting/office critique.	2.1.9 Attend office critique.	2.1.9 Attend office critique - do presentation.
		2.1.10 Approve content and structure of Preliminary Design Report.	2.1.10 Co-ordinate input into Preliminary Design Report.	2.1.10	2.1.10 Prepare Preliminary Design Report.
		2.1.11 Chair/set-up Client / End User meeting.	2.1.11 Attend/present at Client / End User meeting register amendment.	2.1.11 Attend Client/End User meeting - if necessary.	2.1.11 Attend Client / End User meeting - do presentation.
		2.1.12 Manage) Motivate) Monitor ) Ensure ) Project Manager=s performance	2.1.12 Manage) Motivate) Monitor ) Ensure ) Teams performance	2.1.12 Manage) Motivate) Monitor ) Q.S Consultant Performance	2.1.12 Manage) Motivate) Monitor ) Consultant=s performance
		2.1.13 Manage TRAM.	2.1.13 Input into TRAM.	2.1.13 Oversee TRAM input/data capture	2.1.13 Input into TRAM.
		2.1.14 Report Project Progress to Manager: Architecture.	2.1.14 Report Project Progress to Development Manager.	2.1.14 Report progress to Manager: Quantity Surveying.	2.1.14 Report Project Progress to Project Manager
2.2	PROJECT APPROVAL	2.2.1	2.2.1 Co-Ordinate Consultant input into Project Approval Report.	2.2.1 Obtain updated estimate from Quantity Surveyor (Finalise dept. Costs etc.)	2.2.1 Prepare final design and design report for inclusion into project report.
		2.2.2 Prepare and submit project approval report via Client for Council Approval.	2.2.2 Input as required.	2.2.2 Input as required, provide standard information for inclusion in cost report	2.2.2 Input as required.
		2.2.3	2.2.3	2.2.3	2.2.3 Prepare presentation material, i.e. drawings, perspectives, model, slides and overheads.
		2.2.4 Attend Team Feedback meeting and office presentation.	2.2.4 Set-up Office presentation.	2.2.4 Attend Team Feedback meeting and office presentation	2.2.4 Do office presentation of design.
		2.2.5 Presentation to Council Committees if required.	2.2.5 Attend presentation to Council Committees if required.	2.2.5 Attend presentation to Council Committees if required.	2.2.5 Attend presentation to Council Committees if required.

TASK NO.	TASK	DEVELOPMENT MANAGER ACTIVITIES	PROJECT MANAGER ACTIVITIES	DEVELOPMENT COST MANAGER ACTIVITIES	ARCHITECT ACTIVITIES
		2.2.6 In liaison with team, determine detailed fees budget.	2.2.6 Input into determination of professional fee budget.	2.2.6 Formulate and prepare professional fee budget.	2.2.6 Input into determination of professional fee budget.
		2.2.7 Manage) Motivate) Monitor) Ensure ) Project Manager=s performance	2.2.7 Manage) Motivate) Monitor) Ensure ) Team=s performance	2.2.7 Manage) Motivate) Monitor) Ensure ) Q.S Consultant Performance	2.2.7 Manage) Motivate) Monitor) Ensure ) Consultant=s performance
		2.2.8 Manage TRAM.	2.2.8 Input into TRAM.	2.2.8 Oversee TRAM input/data capture	2.2.8 Oversee TRAM input/data capture
		2.2.9 Monitor approval process and inform team regularly.	2.2.9	2.2.9	2.2.9
		2.2.10 Do consultant appraisals	2.2.10	2.2.10 Do Quantity Surveyors performance appraisals	2.2.10

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**WORKSTAGE 2 (SUMMARY TASK)**

TASK NO.	TASK	QUANTITY SURVEYOR ACTIVITIES	STRUCTURAL ENGINEERS ACTIVITIES	ELECTRICAL ENGINEERS ACTIVITIES	MECHANICAL ENGINEERS ACTIVITIES
2.1	CONCEPTUAL DESIGN	2.1.1 Provide Architect and team with general cost direction.  i.e. comparison of costs of various conceptual approaches (Info from experience and analysis of Workstage1).	2.1.1 Provide Architect and team with general structural direction  i.e. comparison of various conceptual approaches (Info from experience and analysis of Workstage1). Advise on foundation conditions according to general site geotechnics.	2.1.1 Provide Architect and team with general electricity systems information.  i.e. comparison of various conceptual approaches (Info from experience and analysis of Workstage1).	2.1.1 Provide Architect and team with general mechanical / air conditioning systems info.  i.e. comparison of various conceptual approaches (Info from experience and analysis of Workstage ).
		2.1.2 Cost input to architect as required.	2.1.2 Input to architect as required.	2.1.2 Input to architect as required.	2.1.2 Input to architect as required
		2.1.3 Attend office group critique.	2.1.3 Attend office group critique.	2.1.3 Attend office group critique.	2.1.3 Attend office group critique.
		2.1.4 Provide m5 rate estimate on chosen concept (include all project costs). Relate to project programme. (accuracy-15 %).	2.1.4 Do preliminary analysis of architectural design. Input on structural system.  Provide cost estimate info to Quantity Surveyor - basic square metre rate of weight / allow for special foundation conditions.	2.1.4 Do preliminary design / layout and loading. Advise architect on needs i.e. sub-stations etc. Ducts / switchgear / PABX standby generator / security systems and specialist input.  Provide cost estimate to Quantity Surveyor - basic square metre rate.	2.1.4 Do preliminary design / layout and loading. Advise architect on locations, size of plant rooms, ducts, installation and any specialise input.  Provide cost estimate info to Quantity Surveyor - basic square metre rate.
		2.1.5 Attend Preliminary planning meetings with Project Manager.	2.1.5 Attend Preliminary planning meetings with Project Manager, if necessary.	2.1.5 Attend Preliminary planning meetings with Project Manager, if necessary.	2.1.5 Attend Preliminary planning meetings with Project Manage, if necessary.
		2.1.6	2.1.6	2.1.6	2.1.6
		2.1.7	2.1.7	2.1.7	2.1.7
		2.1.8 Update m5 rate estimate and submit to Development Cost Manager.	2.1.8	2.1.8	2.1.8
		2.1.9 Attend Team feed back meeting.	2.1.9 Attend Team feed back meeting.	2.1.9 Attend Team feed back meeting.	2.1.9 Attend Team feed back meeting.
		2.1.10 Input into preliminary design report.	2.1.10 Input into preliminary design report.	2.1.10 Input into preliminary design report.	2.1.10 Input into preliminary design report.
		2.1.11 Attend Client/End User meeting - if necessary.	2.1.11 Attend Client/End User meeting - if necessary.	2.1.11 Attend Client/End User meeting - if necessary.	2.1.11 Attend Client/End User meeting - if necessary.
		2.1.12	2.1.12	2.1.12	2.1.12 Input as required.
		2.1.13 Input into TRAM	2.1.13 Input into TRAM	2.1.13 Input into TRAM	2.1.13 Input into TRAM
		2.1.14	2.1.14	2.1.14	2.1.14
2.2	PROJECT APPROVAL	2.2.1 Update budget estimate (Elemental estimate)	2.2.1 Input as required.	2.2.1 Input as required.	2.2.1 Input as required.
		2.2.2 Provide estimate information for Council Report.	2.2.2	2.2.2	2.2.2
		2.2.3 Assist Architect in preparation of presentation material.	2.2.3	2.2.3	2.2.3
		2.2.4 Attend Team Feedback meeting.	2.2.4 Attend Team Feedback meeting.	2.2.4 Attend Team Feedback meeting.	2.2.4 Attend Team Feedback meeting.
		2.2.5 Attend presentation to Council Committees if required.	2.2.5 Attend presentation to Council Committees if required.	2.2.5 Attend presentation to Council Committees if required.	2.2.5 Attend presentation to Council Committees if required.
		2.2.6 Input into determination of professional fee budget.	2.2.6 Input into determination of professional fee budget.	2.2.6 Input into determination of professional fee budget.	2.2.6 Input into determination of professional fee budget.
		2.2.7	2.2.7	2.2.7	2.2.7
		2.2.8 Input into TRAM	2.2.8 Input into TRAM	2.2.8 Input into TRAM	2.2.8 Input into TRAM

		2.2.9		2.2.9		2.2.9		2.2.9	
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