

3.10 APPENDIX A

Design Brief standard format & contents

Part 1: Statement of requirements

The purpose of the Design Brief is to fully describe the business solution. It updates the business requirements identified in the Statement of Needs and fixes the component elements which will be agreed with the project client and other stakeholders.

1.1 Executive summary

A single page overview of the entire document briefly summarising the needs and requirements.

1.2 Background

What is the client and stakeholder commitment to the project?

1.3 Statement of objectives

These are developed from the statement of needs.

1.4 Context

Strategic context

How does the proposed project form part of the college's strategic concept?
Identify Imperial College's design policies applicable to this type of project.

Operational context

Describe the scale of the issues.
Describe the client and other stakeholders and their key requirements.
What supporting data and information is available?

Geographic context

What are the alternative sites or locations?
Are there possible interface issues with existing facilities or buildings?
Is the area existing or a green field site?

Environmental context

List any environmental considerations e.g. pre-existing planning conditions, noise constraints, contamination or pollution control requirements.

Safety context

Refer to the College corporate policy statement, and identify any strategic safety issues.
Identify safety hazards.

1.5 Business requirements

General

Outline the key issues set out in the business case. List the success criteria.

Time

Establish an overall programme or schedule of dates or durations. What are the key milestones? Identify operational requirements which may influence the project.

Cost

State the cost assumptions used in the initial business case.

Quality

What sort of image or style is required? What are the client expectations?

1.6 Risk

List the top ten (10) project risks.

Part 2: Basis of design

The purpose of this part of the design brief is to translate the business need into technical requirements which take into account the specific needs of the client and other stakeholders as they are agreed.

The Project Manager shall review specific technical information from previous, similar projects and ensure that past mistakes are not repeated.

2.1 Site/location requirements

Identify the exact location of the project, either within existing buildings or within a new site. List the local authority planning constraints applying to the site. List other physical constraints. Describe the existing infrastructure (if known). Identify site specific safety hazards.

2.2 Building requirements

Describe the main building systems and components. What are the specific services requirements? What are the environmental conditions required to be achieved?

2.3 Accommodation requirements

Consider departmental relationships and describe including communication and process flows. Set out the operational requirements. Table functional, spatial and performance requirements. Provide a schedule of accommodation.

2.4 Standards

List the engineering, planning and design standards which are to be used in the design process.

2.5 Plant/Equipment/Systems

Specify any major plant, equipment or systems that are to be used in the design.

2.6 Maintenance

Describe the specific life cycle cost issues.

2.7 Safety

Specify project risks that the client should be aware of and set out specific project safety requirements.

2.8 Costs

Document target costs for each building element or make reference to the cost plan. Include the order of cost estimates agreed at the project appraisal stage.