

28.00 Project Briefing & Procurement

28.01 Generally

A new building marks a significant investment in the future of the University. For many years

Community Context

Human Factors - This sub-component provides an explanation of User requirements in terms of human comfort and behaviour. For instance, any special requirements or expectations around WH&S, security, hygiene, ergonomic design, or any special visual, auditory or thermal requirements are outlined. This sub-component includes internal aesthetic preferences/requirements as well as interior fitout and design issues.

These factors are couched in general terms only at this stage, as the determination of detail will be part of the design development phase that follows.

28.04 Technical Brief

The Technical Brief is written by CLF with input from ITS, INS and other elements of the University as appropriate.

Content of the Brief includes an outline of the Project, Design Parameters including Aesthetics, Services to the Building, Landscaping requirements and any deviations from the Griffith University Design Guidelines and Procedures.

Other key elements of the Technical Brief include;

Site Location Plan - This is prepared by CLF and shows the approximate location of the proposed building. The plan also shows any ancillary works to be undertaken as part of the project e.g. roads, footpaths and in-ground services to the building.

Schedule of Spaces – This is provided by the Users of the building in conjunction with the OFM Project Manager. If an indicative Schedule of Spaces has been included in the Strategic Objective Brief, it will be further refined and agreed by the Users at this stage.

Space Description Forms (SDFs) - A SDF is provided for each of the spaces identified in the Schedule of Spaces. These forms are designed to enable the users of the space to identify what they require in each space to enable the building to function effectively. The users will be given assistance in completing these forms by CLF staff. An example of a typical SDF is included in [Section 32.00 Standard Forms](#).

28.05 Major Capital Works Procurement Flowchart

