**Communications Management Document (V26)**

This communications management document lists the items to be noted, checked, remembered, and delivered when completing a project, planned maintenance or urgent works that could cause detriment to the community. Please fill in Part 1 and Part 2 (if applicable) with as much relevant information as possible.

**Please fill in and return to** **ems-ops-comms@essex.ac.uk** who will disseminate wider communications once the project manager/instigator of works has carried out their initial stakeholder engagement**.**

# PART 1 - Please ensure a two-week notice period to allow sufficient communications to be circulated.

**This section is to be completed by the Project Manager or instigator of the works.**

|  |  |
| --- | --- |
|  | **Name of Project Manager responsible/Instigator of works****Date form submitted.** |
| 1 | **Proposed works taking place.** |
| 2 | **Reasons for work to be undertaken.** |
| 3 | **Proposed dates and times of working taking place.** |
| 4 | **Proposed alternative dates.** |
| **5** | **Works have been checked against University key dates to ensure they are viable.*** [The University calendar and University Events calendar](https://www.essex.ac.uk/governance-and-strategy/governance/university-calendar)
* [The register of critical periods (currently produced by DITS)](https://www1.essex.ac.uk/it/restricted/critical-periods/)

I can confirm that I have checked against the above calendars and register. Yes [ ]   |
| **6** | **Who is carrying out this work?**Internal team [ ] External contractor [ ]  - please fill in the below Name of contractor  Project lead Contractors contact details *(For emergencies only)* |
| **7** | **Please provide any contingency measures if works are extended or delayed.** |
| **8** | **The precise location of works taking place (please provide as much detail as possible).** |
| **9** | **Identify and list what service areas/departments/sections will be affected by these proposed works.**e.g. Essex Food, SU, WHH, Access Forum, etc. |
| **10** | **Identify and list the impact this work will have on users and any proposed mitigating measures (please provide as much detail as possible)?**e.g. noise levels, restricted access, power, water etc. |
| **11** | **Adequate consultation in accordance with point 9&10 has been made with all relevant technical teams (e.g. Estates in-house teams, external contractors employed by Estates, Asbestos Manager, University Fire Safety Manager, Health & Safety, IT Services, etc.), internal and external to the Section.**Yes [ ]  No [ ] List details below: |
| **12** | **Adequate consultation has taken place with those that are directly affected by these proposed works.**Yes [ ]  No [ ] **Contact names and dates when consultation has taken place:** |
| **13** | **Will you require the Customer Services Team to carry out any further communications with stakeholders?**Yes [ ]  How often? Weekly [ ]  Fortnightly [ ]  Monthly [ ] **How will the Customer Services Team be kept updated? Please state below:** |

# PART 2 – Please only complete if your project/work takes place on any of the below key University dates:

|  |  |  |
| --- | --- | --- |
| **DATE OF KEY EVENT** | **DESCRIPTION OF KEY EVENT** | **SPECIFY WHEN WORKS ARE PROPOSED TO TAKE PLACE** |
| 21 September 2024 | Open Day (Saturday) |  |
| 28 – 29 September 2024 | Arrivals Weekend |  |
| 30 September – 03 October 2024 | Welcome Week |  |
| 04 October 2024 | Freshers Fair |  |
| 26 October 2024 | Open Day (Saturday) |  |
| 16 November 2024 | Open Day (Saturday) |  |
| 16 - 20 December 2024 | Study Abroad Exams (rooms TBC) |  |
| 02 -11 January 2025 | In-person and online Exams (rooms TBC), (including Saturday 4 January) |  |
| 07 January 2025 | January Arrivals Day |  |
| 18 January 2025 | Mini Open day (Saturday) |  |
| 15 February 2025 | Offer Holder Day (Saturday) |  |
| 08 March 2025 | Offer Holder Day (Saturday) |  |
| 19 March 2025 | PG Open Evening (Wednesday) |  |
| 07 – 11 April 2025 | Spring Graduation |  |
| 16 April 2025 | Offer Holder Day and Mini Open Day (Wednesday) |  |
| 22 April – 09 May 2025 | Early Exams (rooms TBC) |  |
| 03 May 2025 | Offer Holder Day (Saturday) |  |
| 12 May – 06 June | Summer Exams (rooms TBC)(including Saturday 17 May, Saturday 24 May and Saturday 31 May) |  |
| 12 June 2025 | UCAS event (Thursday) |  |
| 21 June 2025 | Open Day (Saturday) |  |
| 25 June 2025 | Annual Meeting and Summer Reception (Thursday) |  |
| 14 – 18 July 2025 | Summer Graduation |  |
| 14 August 2025 - TBC | A-Level Results Day – Clearing period TBC |  |
| 16 August 2025 | Clearing Open Day (Saturday) |  |
| 18 August – 12 September 2025 | Resit Exams (rooms TBC)(including Saturday 23 August, Saturday 30 August and Saturday 6 September) |  |
| TBC | Southend Open Day TBC |  |
| 20 September 2025 | Open Day (September) |  |

|  |
| --- |
| **Please detail the impact that your proposed works will have during the time of the key event and what additional measures would be introduced to mitigate impact:** |
| Approved: | Yes [ ] No [ ]   |
| Signed: | Chief Compliance Officer  |

|  |
| --- |
| **Communications Management Document Checklist** |
| Is the work "urgent" or "planned? | Raise this with Customer Services team immediately if urgent |
| Will signage be required (e.g. restricted access, electricity/water shutdown, etc.)? | The project manager/instigator of work needs to raise a call log with the Help Desk requesting signage. A further call log will need to be raised with the porters if the PM/instigator of works requires assistance for installing and removing signage. |
| Will an area need to be "locked off"? (e.g. locking of launderette door during a water shutdown)? | The project manager/instigator of work needs to liaise directly with the department affected or Security to have an area locked and unlocked after works are complete. |
| Are skips and compounds required? | The project manager/instigator of work needs to liaise directly with the Travel team on travel@essex.ac.uk |
| Will contractors require car parking spaces? | In the first instance contractors should be use surface car parks and register their details with the Travel team. If a contractor needs space under podia the travel team must be contacted urgently. |
| Are you working in or near student accommodation? | Contact Accommodation Essex to find out if there are any time restrictions that may apply and/or if under 18s are staying in Accommodation. |
| Will the work be taking place in a PC/IT Lab or teaching space? | The project manager/instigator of work needs to book the space out with either IT Services or the Timetabling and Room Booking Team. |
| If working during core activities has "PART 2" of the Communications Management Document beenfilled out? | Have you also checked the most up to date version of the Key Event Schedule located at the Building works at Colchester [webpage?](https://www.essex.ac.uk/staff/building-and-maintenance-services/building-works-at-colchester-campus) |