

# Project Design Report

October 2024

## Background

The intention of the design assurance (DA) review is to assess the quality and completeness of the project documentation and to examine the design processes being demonstrated.

To ensure that project design teams deliver on Health New Zealand expectations, it is important to clearly articulate what will be reviewed.

This document outlines those requirements and provides guidance as to what information is required to be included in the Project Design Report.

## Purpose

The purpose of a Design Report is to:

1. provide the background, key project information and current status of the proposed design
2. include the key design phase activities, milestones, risks and resolutions
3. compare the performance of the proposed design against the design requirements provided in the Functional Design Brief
4. establish that the proposed design meets HNZ expectations for the relevant design phase
5. provide an historical reference document that includes all relevant information and records the client endorsement of the proposed design, and
6. provides the opportunity for stakeholders to include caveats to their endorsement.

## Why do we ask to see this document?

The design report should include key project and client endorsement information. Viewing this as part of the DA process provides confidence that the proposed design package aligns to what is required and expected.

## When do we expect to see this document?

The design report should be completed by the project team at the end of each design phase. We expect to receive the document at:

- ✗ Test of Fit
- ✓ Concept Design
- ✓ Preliminary Design
- ✓ Developed Design

## What do we expect to see?

Evidence of sound process and decision tracking / transparency is important. We look for evidence of historical references to support the position noted within the design report. The report also acts as a repository of important project information.

The following content should be included in the design report:

Requirement	Description	Expectation	Insufficient information
<b>1. User Group meetings that occurred during this design phase, evidence of attendees and client endorsement.</b>	A record of the project meetings and attendees during this design phase is expected in the report. Providing this information assists in the tracking of key project information, expert knowledge, co-design, and	<ul style="list-style-type: none"> <li>✓ Meeting schedule and attendees</li> <li>✓ Endorsement table / cover page, including names, roles, and signatures at the front of the document</li> </ul>	✗ An email or verbal statement from one person speaking on behalf of the wider group.

Requirement	Description	Expectation	Insufficient information
	<p>scrutiny as well as alignment with the program.</p> <p>The design report should include client endorsement of the report’s content in a table provided at the front of the report.</p>		
<p><b>2. Alignment with IIG Project Design Report Contents Page template / guide</b></p>	<p>Using the template / guide provides certainty regarding the reporting requirements for all NZ publicly funded health projects.</p> <p>The contents page template / guide has been developed to meet HNZ IIG expectations so that the required project phase information is captured in a standardised and consistent manner in the one document.</p>	<p>✓ The items noted in the Design Report contents page template / guide should be included as a minimum for each design phase. The body of the report should contain sufficient relevant content that fully addresses each item.</p>	<p>✗ Not providing the required reporting content noted in the template.</p>

## Additional support

### Design phase Contents Page template / guide

A design report template / guide (contents page) for reference for project design teams should be used as a base minimum as to what information should be included. Additional information may be added as required. The format and content may vary depending on the

project phase DA check list. Information requested at the beginning of the project may not be required during the later design phases.

## Questions or further assistance?

For any questions, please contact [facility.design@tewhatuora.govt.nz](mailto:facility.design@tewhatuora.govt.nz) and one of the National Facility Design, Advisory and Assurance team will be in touch.