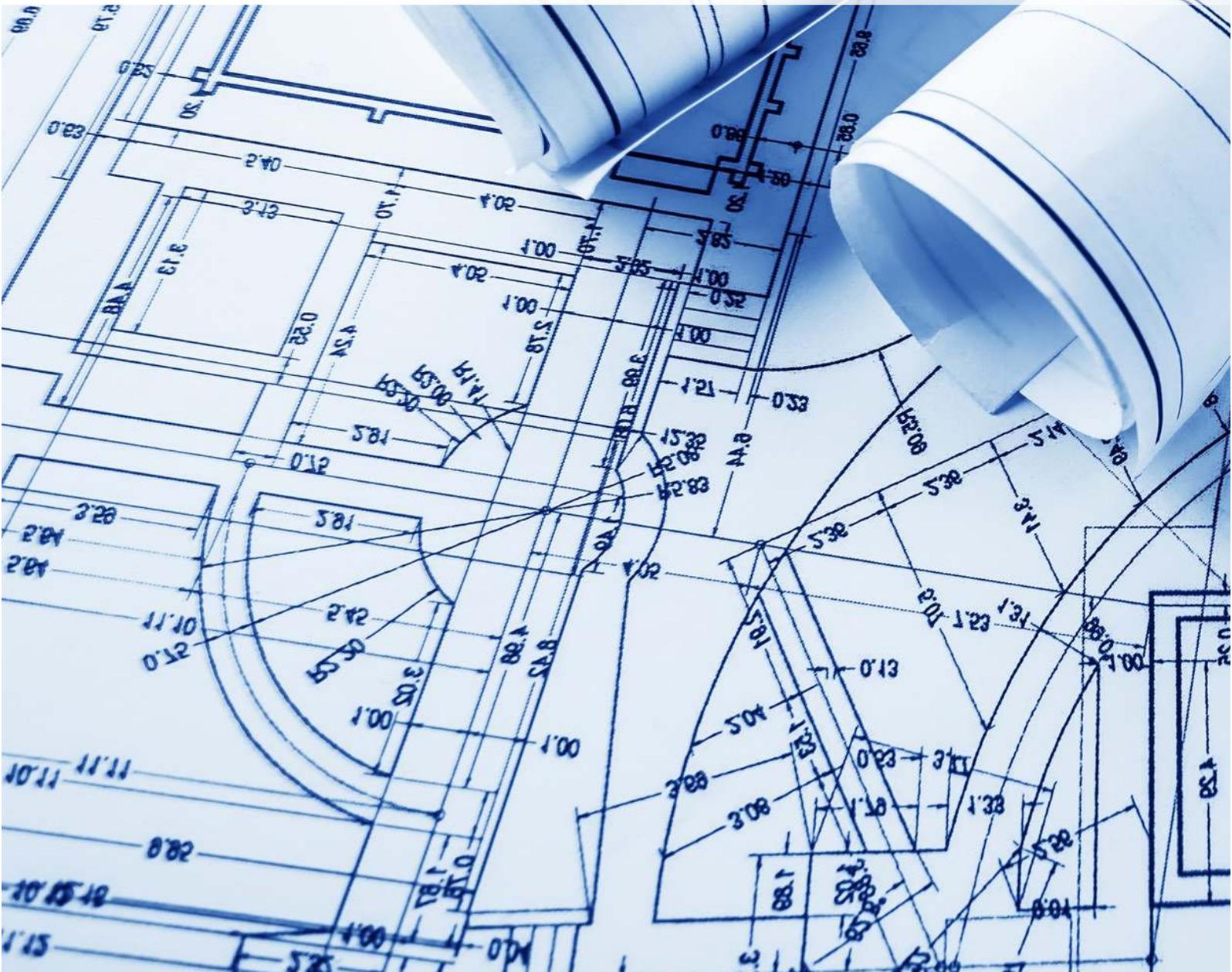


# DESIGN PROJECT MANAGEMENT

Enable your design team to focus  
on the design issues at hand



RLB offers Design Project Management services to help designers **deliver more with less**. Design Teams can concentrate on their core service while our Design Project Managers focus on the programme of deliverables and contract commitments. We include an option to co-locate with the Lead Designer to be **at the heart of the design team**.

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## WHAT WE CAN DO FOR YOU

We aim to save time, increase efficiency, reduce cost and increase certainty. Our service benefits include:

- Remove administrative burden from the design team, allowing them to do what they do best (and what they enjoy)
- Manage the programme of design activities and monitor progress against key milestones
- Manage the consultant appointment to record variations and changes appropriately and identify scope creep
- Provide outside help with a fresh outlook sympathetic to the design team's needs
- Give reassurance that issues vital to the success of the design are being managed
- Enhance communication across the design team and with the Client
- Facilitate the delivery of accurate cost information
- Facilitate high levels of delivery quality and implement structured processes to help the team work collaboratively
- Define and implement tools, techniques and clear procedures that can be used by the team



## WHEN DO WE GET INVOLVED?

**Competition Stage:** We can support with the compiling of relevant elements to successfully answer an RFP.

**Project Commencement:** This is where a majority of key decisions are required and the correct decisions and management techniques are made.

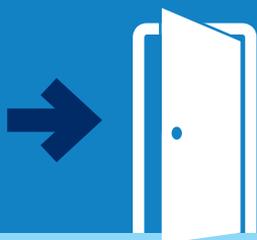
**Project Lifecycle:** Our service through the lifecycle can vary from being an integrated and 'hands-on' supporting role to an abridged service providing consultancy advice at key stages throughout a project.

# HOW RLB DELIVER

## Our Approach

is based on a clear understanding of the design process through our experience of working closely with and as part of design teams.

We bring **good management techniques** without stifling the creativity of the team, and tailor our scope to meet the specific needs of a project.



## Our Personnel

are familiar with the **problems experienced by design teams**. We understand that this is different to traditional project management.

We integrate into your team, acting as both a buffer and a link, filtering and responding to queries and issues and facilitating the solutions.



## Our Services

typically commence upon appointment of the design team, but can begin with bid preparation and/or cease on the issue of tender documentation.

We perform the **essential monitoring role**, coordinating the delivery of all design team members and bringing our bespoke toolkit to deliver a wide range of services.



## Our Tools

Through the use of our specialist tools and techniques, we monitor and manage the progress of the design and the design team members. Our Design Management Plan identifies how we do this and our 'Design Web' provides a visual tool depicting progress against planned task completion. We use these tools to inform design team members and put strategies in place to facilitate the smooth running of the design process.

Our toolkit includes a range of forms and templates we tailor for each project, including:

- Project Directory
- Design Management Plan
- Communications matrix
- Responsibility matrix
- Change Control management
- Risk Register
- Actions tracker
- Decision log
- Progress reporting
- Dashboard reporting
- Programme templates

## ABOUT RLB

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### AT A GLANCE:

Independent,  
privately owned  
and managed

£43 million UK  
turnover

£160 million  
global turnover

450 people  
throughout the  
UK

Over 3,600  
people globally

10 UK offices

Over 120 offices  
worldwide

Delivering quality  
services with  
business growth  
through customer  
satisfaction

### OUR VISION:

**To be the leading global practice in our markets...** Independent, innovative and committed to quality service delivery **...by delivering sustainable competitive advantage to our clients...** Leading the way with best practice in sustainability, reducing impacts and increasing value **...through the passion of our people.** Calling on our commitment and expertise across the globe

To discuss how our design project management experts can support you to manage the design process efficiently, contact: Mark Schumann  
**e.** [mark.schumann@uk.rlb.com](mailto:mark.schumann@uk.rlb.com)  
**T.** 0044 7538 788580