

INFORMATION PHASE

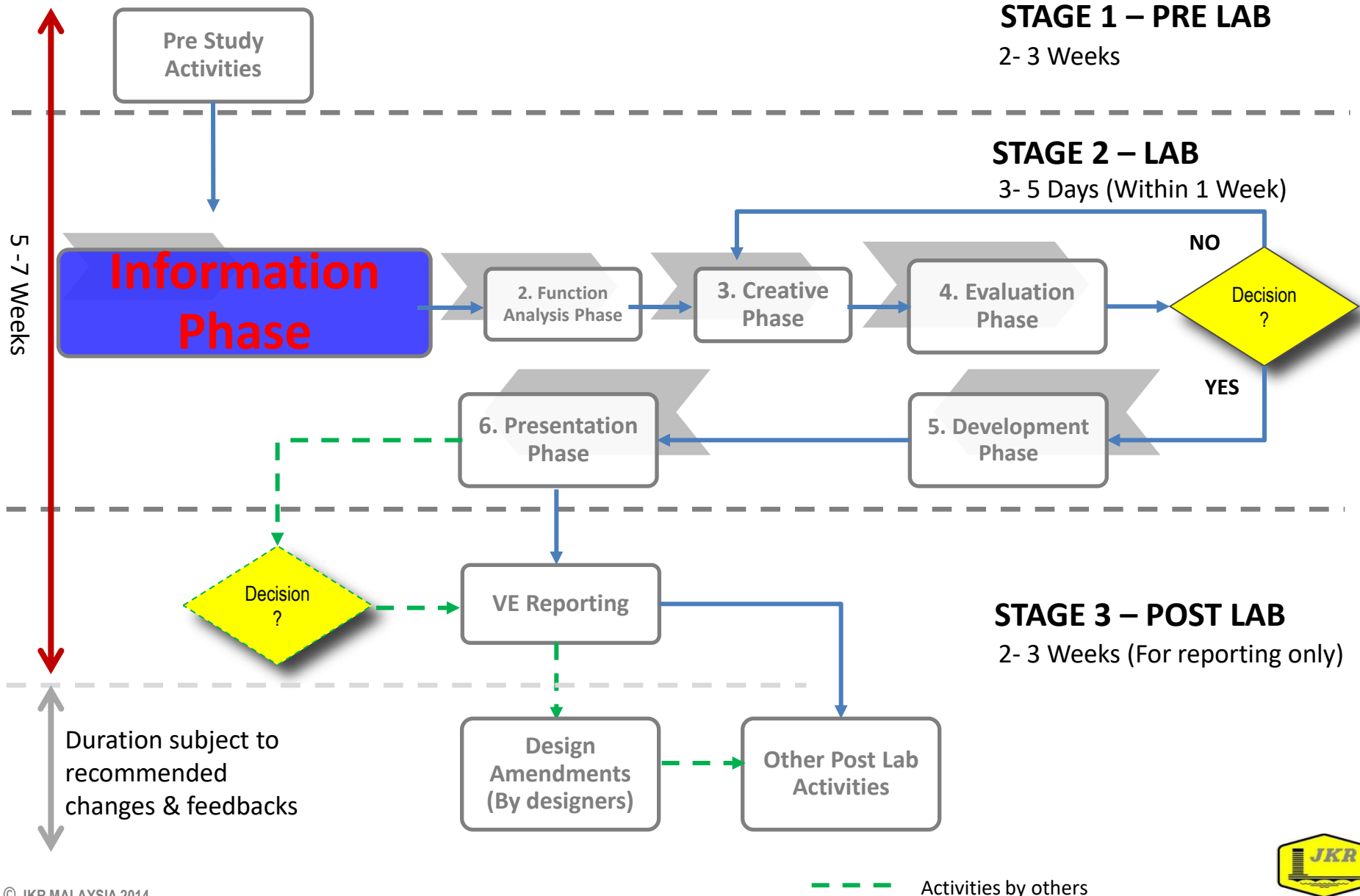
KURSUS MODULE 2
JKR MALAYSIA



LECTURE CONTENTS

- Information Phase Simulation
 - Briefing
 - Hands-on Projects:
 - Presentation of Gameplan

VE STUDY PROCESS





1. INFORMATION PHASE

PURPOSE : - Develop understanding of the project and share required details
- Gather, synthesize and verify project information

•TIME FRAME: - 4 hours

•MATERIALS:

TOOLS & TECHNIQUES:

- Signed off VA Study Report
 - Approved Project Brief
 - Drawings (latest reviewed drawings)
 - Specifications
 - Technical brief (proposed design by designers)
 - Technical report such as soil investigation (SI) report, traffic data analysis etc.
 - Relevant statistical data
 - Project cost estimate (latest reviewed cost)
 - Project work programme
 - Project Risk Management Plan
 - Relevant authorities requirement
 - Site information
 - Others as required
- Lab Kit (Slides of VE Lab Briefing, Slides of VE Lab Agenda & Slides of VE Study Objectives)
 - VE Study Model(s) (Cost Model / Space Model / Quality Model / Life Cycle Cost Model)
 - Client Value System (CVS) Tool
 - Information Phase Template (soft & hard copy)
 - Others as required

• Information phase is crucial to bring the participants understanding to same level and furthermore binding them together to VE process.

(1) Information Phase (VE)



assumption

Best possible source

corroborated



Tangible evidence (if possible)

(1) Information Phase (VE)

**THE QUALITY OF
DECISION MAKING
CANNOT RISE ABOVE
THE QUALITY OF
THE INFORMATION
UPON WHICH
THE DECISION
IS TO BE MADE**



1. INFORMATION PHASE

•FACILITATION EXERCISE OF INFORMATION PHASE

Code	Phase Activities	Tasks	Time Allowed	Tip Notes
B1	INFORMATION PHASE			
a	Register lab participants	i. You need to ensure participants register their attendance ii.Ensure key stakeholders attend the lab	Upon arrival	Crosscheck with invitation list & A.C.I.D
b	Hold lab opening session	i. You are required to conduct introduction session by - invite Client/PM/HOPT (JKR) for opening remarks and explain direction and expectations of lab ii. You will conduct team building session - apply appropriate icebreaking or team building techniques to encourage teamwork iii. You may conduct briefing on VE application, procedure and process for public projects if necessary (where most participants are not familiar with VE implementation) - present slides	30 to 60 minutes	Be less formal and responsive to participants Encourage participants to explain their roles in the project



1. INFORMATION PHASE

•FACILITATION EXERCISE OF INFORMATION PHASE

c	Brief and verify VE Lab agenda	i. You need to conduct briefing on lab agenda and process - show slides of proposed lab agenda - explain details, time duration and expected outputs for all phases ii. Obtain and confirm VE lab agenda iii. You are required to conduct briefing on Information Phase - explain details, time duration and expected outputs	15 minutes	
d	Brief and verify VE Study objectives	i. You need to conduct briefing on VE Study objectives ii. Obtain consensus to verify VE Study objectives	10 minutes	



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•FACILITATION EXERCISE OF INFORMATION PHASE

e	Brief project information	<p>i. You have to allow respective participants to present project information as follows;</p> <ul style="list-style-type: none"> - Client needs and requirement - Project objectives - Project background (scope, status, location, timeline, team, etc) - Proposed design from all disciplines - Project cost estimates - Project risks - Authorities requirements <p>ii. Allow Client / PM / HOPT(JKR) to present VA study report and check for compliance</p>	1 to 2 hours	Tabulate compliance / deviation from VA
f	Verify project objectives and project outcomes	<p>i. Verify project objectives and project outcomes</p> <ul style="list-style-type: none"> - get feedback from stakeholders 	10 minutes	To ensure clarity and alignment to project objectives
g	Confirm proposed VE Study Model(s)	<p>i. Present the proposed study model(s)</p> <p>ii. Confirm the proposed study model(s) including the baseline for optimization</p>	10 minutes	Ensure completeness and reliability of study model (s) during pre lab stage



1. INFORMATION PHASE

•FACILITATION EXERCISE OF INFORMATION PHASE

h	Inform Client Value System (CVS)	i. Present CVS findings (as prioritised by client) and ensure understanding on prioritised CVS as value criteria in design specification and expected project deliverables -	10 minutes	
i	Confirm lab working group and selected VE Study scopes	i. Conduct briefing on proposed lab working groups and selected group study scope ii. Allow sufficient time for participants to move and form the groups. - nominate group leader and select a scribe for each group.	10 minutes	Scribe should be rotated with any group participants
j	Establish project parameters to be studied	i. Conduct briefing on how to record information in Information Phase template ii. Allow participants to discuss and record project parameters and any issues related to project iii. Allow plenary session to present Information Phase template findings . In due of time, you may select to present only key information and output.	1 to 2 hours	

(1) Information Phase (VE)

OUTCOME:

- **COMMON UNDERSTANDING OF THE PROJECT**
- **BASE CASE TO IDENTIFY AND BENCHMARK ALTERNATIVES AND MISMATCHES**
- **SET AGENDA FOR INNOVATION.**

(1) INFORMATION PHASE

- Arrival & Participants Registration
- Introduction & Team Building
- Confirm VE Study Objectives
- Confirm VE Lab Agenda
- Study VA Lab Report
- Present Project Background Information:
 - Client Needs
 - Project Work Programme
 - Design Proposal
 - Highlight Authorities requirements
- Validate:
 - Project Objectives
 - Client Value Systems
- Establish Cost Model
- Groupings (5 Groups):
- Confirm spaces / elements / components to be studied
- Explore parameters and requirements of each selected elements / items
- Present (each group)

OUTPUTS (RESPONSIBLE PARTY)

- (All participants)**
(All participants)
- VE Study Objectives **(Faci)**
 - VE Lab Agenda **(Faci)**
 - Compliance VA Report **(PM (HOPT) /Faci)**
 - Project Background Information :
 - **(Client/ PM(HOPT))**
 - **(HOPT)**
 - **(Consultants/HODTs)**
 - **(Lead Consultant/Authorities)**
 - Project Objectives **(Faci)**
 - Prioritized Client Value System **(Faci)**
 - Cost Model **(QS Consultant/ QS HODT)**
 - VE Study Groups **(Faci)**
 - Scope to be studied **(Groups)**
 - *Information Phase Template* **(Groups)**
 - Presentation **(Group Rep)**



THANK YOU

