

206 – Project Communication Plan

During the Pre-Design Phase, the Commissioning Team will develop a Project Communication Plan that will be incorporated into the Commissioning Plan. The Project Communication Plan will describe the transfer of information to all parties involved in the project during a particular phase. The plan will consider the delivery methods, contractual obligations, and relationship factors specific to each project. Both formal (contractual) and informal (functional) lines of communication should be identified in the plan. The Project Communications Plan will be updated as the project progresses and new members join the Commissioning Team.

In the case where there is no Commissioning Authority the communication plan shall be developed by the Architect-Engineer.