









RACI for GAM Workshop

IMPLEMENTATION	29a	Risk Register Updated and maintained	TPM to host risk workshop ahead of construction commencement to update Risks, Issues, Assumptions and Dependencies (RAID) register, and ensure it is updated throughout the project	Risk Register + PMR template	C	C	C	C	C	C	C	C	A	I	C	C	C	R
	29b	SHE requirements	TPM to review and respond to contractor's construction phase health and safety plan, and update SHE documentation (ongoing throughout project). TPM to be responsible for incident reporting and escalation process.	Construction Safety Guidance + PMR templates	A	A							A	I			C	R
	29c	Permits	TPM to ensure comprehensive Permits review and approvals process in place, including (but not limited to) to local mandatory legislation and building codes, building regulations, and landlord requirements.		C	C	C	C					A	I			R	R
	29d	Compliance with Roche Fitout Standards	TPM to review GC's BOQ to ensure compliance with Roche Fitout Specifications prior to award. Any deviations to be submitted with clear reason/justification to Global Design for review and dispensation. Dispensation register to be maintained. This process is to be recurring throughout the fitout stage after award and mobilization. TPM to maintain records of any deviations within the Fitout Specifications tool online.	Design and Fitout guidelines							C			I	C		R	R
	29e	Value Engineering	TPM to review and report on value engineering and obtain necessary approvals to implement value engineering from local and global Roche teams prior to start on site.		I	I	I	I					A	C	I		I	R
	29f	Change Control	Variation/commercial management process understood and implemented by TPM to protect cost, time, quality, and SHE; all approvals to be registered prior to change being implemented; Roche change request forms and register to be maintained.	Change Request Form & Change Request Register				I			C		A	I			I	R
	29g	Site monitoring	TPM issues the H&S inspections and site inspection process, including site inspection intervals, inspection process, documentation to be made available by the contractor, and incident escalation process. Relevant updates to be included within TPM monthly report. Detailed incident reports to be generated where required.	PMR template	I	I							I		I		A	R
	29h	Contractor site occupation	Contractor mobilizes and takes occupation on site										I		I		R	A
	29i	Stakeholder Alignment	TPM monitors progress and aligns internal and external stakeholder communication process as well as coordination with Roche direct vendors. Clear escalation and approval in place from Global PMO/Design team for any local team requirements (design and construction related) to avoid scope creep and impact on cost, quality, or time.	PMR Template	I	I							A		I		C	R
	29j	Cost monitoring	TPM updates project cost monitor with valuation of work done and highlights key metrics within project monthly report.	PMR Template									A		I		I	R
	29k	Milestone monitoring	Updated detailed construction programme (including status of contract programme vs target programme), cost reports, Project Execution & Quality Plan produced by TPM, updated at defined intervals in agreed format, and high level timelines presented within monthly report.	PMR Template									A		I		I	R
	29l	Testing and commissioning schedule	a) Contractor produces Testing and Commissioning records, together with plan for any systems training and handover, for agreement with TPM and Roche Local PM b) Contractor provides schedule of guarantees, warranties and handover documents to TPM for inspection										I		I		A	R
	30	IT Handover	D&B Contractor and Tech PM organize a Server room and all IT-related activities handover to Roche IT 2 weeks prior general site handover										I		C		R	A

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31-34a	31 <b>Site Handover</b>	D&B Contractor and Tech PM organize a site handover. Roche PM, IT and Facility Management company to be presented.
	32 <b>Relocation</b>	Tech PM and Roche PM organise relocation to the new premises
	32a Furniture installation	Tech PM and Furniture Supplier organise installation of the new furniture (if applicable)
	33 <b>Reinstatement (if needed)</b>	Technical PM in cooperation with TM holds reinstatement negotiations with previous Landlord. If reinstatement works are required, Tech PM organise reinstatement works.
	34 <b>Close-out</b>	Tech PM and Roche PM take care of project close-out: finalize, approve and execute payments to all contractors; produce Final account; issue Final Report; ensure snag rectification is finished
34a	Post occupancy study	WPS consultant to perform POE in 6 months after relocation

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