



mhpm
PROJECT LEADERS
MAÎTRES DE PROJETS

**Communication Management Plan
for the Limoges Water and Wastewater
Systems**

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INTRODUCTION

The purpose of the Communications Management Plan is to define the communication requirements for the project and how information will be distributed.

This Communications Management Plan sets the communications framework for this project. It will serve as a guide for communications throughout the life of the project and will be updated as communication needs change. This plan identifies and defines the roles of persons involved in this project.

Appendix A includes a project team directory with contact information for all stakeholders directly involved in the project. Appendix B includes a communications flowchart which maps the communication lines of this project. Appendix C includes the communication matrix which outlines the project team roles and responsibilities for each of the major tasks in the life of the project, and when formal approvals are required.

ROLES

A. The Nation Municipality

The Nation Municipality is the Project Sponsor. They are responsible for the funding of the project and are ultimately responsible for its success. Since the Project Sponsor is at the executive level, communications should be presented in summary format unless the Project Sponsor requests more detailed communications.

Mary McCuaig

Mary McCuaig is the CAO/Clerk for the Nation Municipality. The Clerk is the staff point of contact with Council, and also has direct contact with the public and consultants. The Clerk and the Mayor are the official signatories on behalf of the municipality, which means that all contracts, correspondence, minutes, etc. are signed by one or both of these people. As indicated in Appendix C, Mrs McCuaig is to be copied on all important correspondence, and will have approval authority on many of the main project tasks and deliverables.

Guylain Laflèche

Guylain Laflèche is the Planner for the Nation Municipality. He is responsible for all development, zoning, environmental assessments, approvals, etc.. On this project, M. Laflèche is to be copied on all important correspondence, and will be reviewing and commenting on most of the main project tasks and deliverables.

Marc Legault

Marc Legault is the Director of Public Works for the Nation Municipality. During the design phase, M. Legault only needs to be copied on key project deliverables, such as the Functional Design Report. During the tendering and construction phases, M. Legault will take on a more active role as indicated in Appendix C.

Doug Renaud

Doug Renaud is the Wastewater Plant manager. During the design phase, M. Renaud will review the key project deliverables as they affect the wastewater plant and will be a source of technical information and data for the Consultant Team with respect to the plant. During the tendering phase, he will facilitate a plant visit with the contractors. During the construction phases, he will continue to review project documents and provide technical support as it relates to the wastewater plant.

B. MHPM Project Leaders

MHPM has been hired by the Nation Municipality to direct and coordinate the Project Team in order to achieve the objectives of the project and meet the Nation's requirements. This involves, scope management, quality, cost and schedule control, risk management, change management, and commissioning management.

Luc Fréchette

Luc Fréchette is the Project Manager for the project, and has overall responsibility for the execution of the project. He will lead the Project Team in the achievement of the project objectives. He will be the primary point of contact with the Nation Municipality and the consulting team in accordance with this Communications Management Plan. He will chair all project meetings.

Alain Grégoire

Alain Grégoire is the Senior Advisor for MHPM on this project. He will assist M. Fréchette in the completion of numerous tasks in this project, and will review all key project deliverables from the consulting team throughout the life of the project, as outlined in Appendix C.

Michael Paul

Michael Paul is a Principal at MHPM. He will provide senior level review of all key project deliverables on this project.

C. Consultant Team : Golder/Delcan

Golder is the Prime Consultant on this project. They are responsible for the completion of the hydrogeological studies, Stage 1 archaeological assessment, and geotechnical studies. They must ensure that all technical aspects of the project are addressed and that the project is implemented

in a technically sound manner. Delcan is a sub-consultant to Golder, and are responsible for the Functional and Detailed Design for the water and wastewater systems.

Brian Henderson (Golder)

Brian Henderson is the Project Manager for the Consulting Team. He is the main point of contact for the Consultant Team, and as such, all project correspondence is to go through him. Mr. Henderson is responsible to complete the consultant team's project deliverables on time. He manages the sub-consultant contract with Delcan. Brian will participate in all conference calls and project meetings.

Berend Jan Velderman (Golder)

Berend Jan Velderman is a Principal at Golder. He will provide senior level review of all key project deliverables on this project.

Joe Vincelli (Delcan)

Joe Vincelli is the Project Manager for the water and wastewater components of this project, including the water source, storage and distribution, wastewater treatment, and wastewater collection. Mr. Vincelli requires close and frequent communications with Mr. Henderson. Mr. Vincelli will be copied on all project correspondence addressed to the Consultant Team. Mr. Vincelli will participate in all project conference calls and meetings during the design phase.

André Proulx (Delcan)

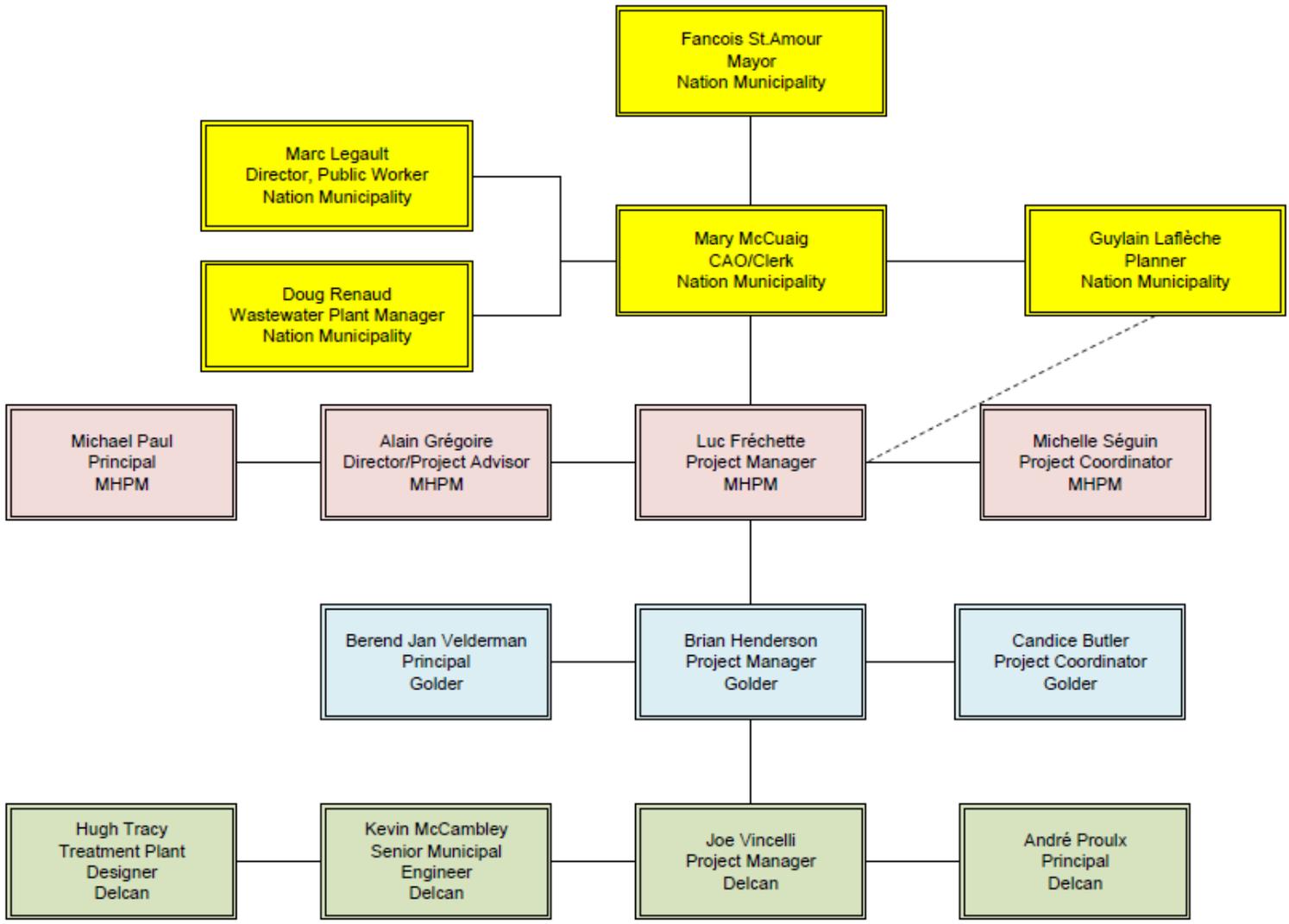
André Proulx is a Vice-President at Delcan. He will provide senior level review of all key project deliverables on this project.

APPENDIX A: PROJECT CONTACT LIST

Name	Title	Company	E-mail	Phone
Owner Team				
Francois St. Amour	Mayor	La Nation	fstamour@nationmun.ca	613-524-5486 / 613-277-4325
Mary McCuaig	CAO / Clerk	La Nation	mmccuaig@nationmun.ca	613-764-5444 ext. 222
Guylain Lafleche	Municipal Planner	La Nation	glafleche@nationmun.ca	613-764-5444 ext. 229
Marc Legault	Director, Public Worker	La Nation	mlegault@nationmun.ca	613-764-5444
Doug Renaud	Wastewater Plant Manager	La Nation	drenaud@nationmun.ca	613-764-5444
Project Management Team				
Michael Paul	Principal	MHPM Project Managers Inc.	michael.paul@mhpm.com	613-216-4345 ext. 234 / 613-614-6629
Alain Grégoire	Project Director	MHPM Project Managers Inc.	alain.gregoire@mhpm.com	613-820-6610 ext. 266 / 613-979-6961
Luc Fréchette	Senior Project Manager	MHPM Project Managers Inc.	luc.frechette@mhpm.com	613-216-4345 ext. 298 / 613-415-7382
Michelle Séguin	Project Coordinator	MHPM Project Managers Inc.	michelle.seguin@mhpm.com	613-216-4345 ext. 241 / 613-612-1851
Prime Consultant				
Berend Jan Velderman	Principal	Golder Associates	berend_velderman@golder.com	613-592-9600 / 613-864-7819
Brian Henderson	Project Manager	Golder Associates	brian_henderson@golder.com	613-592-9600 / 613-866-6999
Candice Butler	Project Coordinator	Golder Associates	candice_butler@golder.com	613-592-9600
Design Consultants				
André Proulx	Principal	Delcan	a.proulx@delcan.com	613-738-4160
Kevin McCambley	Senior Municipal Engineer	Delcan	k.mccambley@delcan.com	613-738-4160
Hugh Tracy	Treatment Plant Designer	Delcan	h.tracy@delcan.com	613-738-4160
Joe Vincelli	Project Manager	Delcan	j.vincelli@delcan.com	613-738-4160
Kelly Roberts	Planning - EA	Delcan	k.roberts@delcan.com	613-738-4160

APPENDIX B: COMMUNICATION FLOW CHART

Limoges – Water and Wastewater Expansion Project Communication Flow Chart



APPENDIX C: COMMUNICATION MATRIX

Roles, Responsibilities and Communications Plan												
Client: Nation Municipality												
Project Name: Limoges - Water and Wastewater Expansion Projects												
Document No: 820173-0013												
D : Develop / Prepare / Responsible R : Review / Comment A : Approve I : Information Only - : Not applicable, no input	Internal											
	Client/Users						Consultant/Contractors					
	François St. Amour, Mayor	Mary McCuaig, CAO/Clerk	Guylain Laféche, Planner	Marc Legault, Director of Public Works	Doug Renault, Plant Manager	Council	Luc Fréchette, Project Manager, MHPM	Alain Grégoire, Senior Advisor, MHPM	Michael Paul, Principal, MHPM	Prime Consultant, Golder	Design Consultant, Delcan	Contractor
1. Planning												
Communication Plan	I	A	R	-	-	-	D	R	R	I	I	-
Master Plan Review	I	A	R	-	-	-	D	D	R	I	I	-
Preliminary Schedule	I	A	R	-	-	-	D	D	R	I	I	-
Preliminary Budget and Cash Flow	I	A	R	-	-	-	D	D	R	I	I	-
Project Delivery Methodology Review	I	A	R	-	-	-	D	D	R	I	I	-
Project Plan Report	I	A	R	I	I	-	D	D	R	I	I	-
Council/ Stakeholder Presentations	I	A	R	I	I	I	D	D	R	I	I	-
3. Design												
Functional Design	I	A	R	I	-	-	R	R	R	D	D	-
Functional Design Report	I	A	R	I	R	A	R	R	R	D	D	-
Detailed Design Proposal	I	A	R	I	I	A	R	R	R	D	D	-
Study Reports (Geotech, Archaeological, Natural Environment, Survey)	I	A	R	I	R	-	R	R	R	D	D	-
Preliminary Design (30%)	I	A	R	I	R	-	R	R	R	D	D	-
Value Engineering Report	I	A	R	I	R	-	R	R	R	D	D	-
Detailed design drawings (60%)	I	A	R	I	R	-	R	R	R	D	D	-
Council/ Stakeholder Presentations	I	A	R	I	I	I	R	R	R	D	D	-
Detailed design drawings and specifications (90%)	I	A	R	I	R	-	R	R	R	D	D	-
Detail design drawings and specifications (100% complete)	I	A	R	I	R	-	R	R	R	D	D	-
Council/ Stakeholder Presentations	I	A	R	I	I	I	R	R	R	D	D	-
4. Approvals / Applications												
MOE Approval	I	R	R	I	-	-	R	R	I	D	D	-
South Nation Conservation Authority	I	R	R	I	-	-	R	R	I	D	D	-
MTO	I	R	R	I	-	-	R	R	I	D	D	-
Township of Russell	I	R	D	I	-	A	R	R	I	D	D	-
Easement Agreements	I	R	D	I	-	A	R	R	I	D	D	-
Land Purchases	I	R	D	I	-	A	R	R	I	D	D	-
5. Tender												
Contractor Prequalifications RFI	I	A	R	R	R	-	D	D	R	R	I	-
Contractor prequalification evaluation	I	D	D	D	I	-	D	D	R	R	R	-
Contractor prequalification recommendation	I	A	R	R	I	-	D	D	R	R	I	-
Tender Document Preparation	I	A	R	R	R	-	R	R	I	D	D	-
Tender Period - Respond to Questions	-	R	R	R	I	-	D	R	I	D	D	-
Tender Period - Site Visit	I	I	D	D	D	-	D	I	I	D	D	-
Tender Analysis	-	R	R	R	R	-	D	R	R	D	D	-
Tender Recommendation	I	R	R	R	R	-	D	R	R	D	I	-
Contract Award	I	R	R	R	I	A	D	R	R	R	I	-
6. Construction - To be developed upon award of funding												