

Use of a Relationship Chart

It would appear that, on occasion, misunderstandings arise between the personnel at the post, the Property Management Division and the architect commissioned to prepare the preliminary plans, and extra work is involved in redrawing the plans simply because the architect did not understand the working relationships between the various functions at the post. We suggest that this problem could be resolved by having the Programme Planning Section prepare a "Relationship Chart" along the lines of the chart illustrated in Exhibit 2 facing this page.

This chart would indicate those functions that needed to be in close proximity to each other, the priority of such need and the reason for it. It would not be necessary to prepare a chart for every chancery, since one basic chart might be suitable for several chanceries operating under similar conditions. The use of such a chart has been discussed in detail with the Head of the Property Management Division.

Network Planning

While on the subject of project planning, we would like to discuss briefly the possibility of using a technique known as "network planning" in this connection. A more detailed description of this technique is set out in Appendix A at the end of this report.

In the early part of 1967, the staff of the Property Management Division drew up a network plan (critical path schedule) for the planning and design of a typical chancery building. Unfortunately, pressure of other work and lack of familiarity with the technique led to its abandonment. Our experience in using this technique has demonstrated to us that the benefits to be derived from its use far outweigh the time and effort involved in preparing the network plan and keeping it up-to-date.

We suggest that the most effective way of re-introducing this technique to the work of the Division, and of obtaining the benefits from its use as quickly as possible, would be to adopt a program incorporating the following steps.

- (1) Retain the services of a consultant, experienced in using this technique, who would draw a network for a typical chancery building.
- (2) Have the consultant put on a course for all the technical officers of the Division, using the typical network as a means of explaining the technique. We believe that a three day course would provide sufficient training for the officers to understand the concepts and be able to apply them.