Communication Setup Guidelines for the design team:

1. At start of every project, the Project's Lead internal Architect shall setup the following email groups (IT help can be used) within 30 days of the start of design for any new project:
    a. For large and very large projects:
        i. Projectname.Architecture@lodhagroup.com
        ii. Projectname.Structure@lodhagroup.com
        iii. Projectname.MEP@lodhagroup.com
        iv. Projectname.Facade@lodhagroup.com
        v. Projectname.Landscape@lodhagroup.com
        vi. Projectname.Design@lodhagroup.com

    ID's i-v will cover all associates from each cell within design working on that project. ID vi. Shall be a combined ID of ID's i-v.
    b. In case of small and medium projects, only ID vi. shall be created.
    c. The projectname shall be the marketing name eg. if project name is Lodha Belmondo, it shall be 'belmondo.design@lodhagroup.com'. If marketing name is not known at time of email ID creation, the projectname shall be a short description of the project location eg. 'pune.design@lodhagroup.com'.
    d. At end of each month, the Project's Lead internal Architect should ensure that the email ID's are updated for any associate who is added/leaves the Project's design team.
2. All design partners and the internal Lodha teams should be advised to mark all emails to anyone of the aforesaid groups, with ID vi. being used ONLY IF ABSOLUTELY NECESSARY. Of course, this shall not apply to personal or confidential correspondence or emails which only require to be sent to select individuals in the opinion of the sender. Design partners and the internal Lodha teams should be advised to mark emails only to the concerned groups and refrain from using ID vi., unless absolutely necessary.
3. Marking too many people on an email or using 'reply all' should be avoided, since unnecessary marking of emails to people who are not directly concerned leads to productivity loss and lack of clarity on who is supposed to respond.
4. The highest level person working from each cell on a given project shall nominate one person from their own cell who shall be the 'Communication Lead' for each one of the aforesaid email IDs. No 'Communication Lead' shall be nominated for ID vi. in case of Large and Very Large Projects.
5. The role of the Communication Lead shall be:
    a. To read all emails marked to the relevant group ID.

b. Forward the said email to any member of the Lodha Design team who has not been marked on said email and who needs to be informed about the contents of the email (in the opinion of the Communication Lead).
c. Upload all finalized VFC drawings/details/specifications, linked to the cell, to the DMS. Uploading can also be done by other design team members, after taking due care to ensure that double uploading of same document is not done.

6. Documents in DMS should be stored using the standard naming format and recommended systems of the DMS – pls refer to 'Document Mgmt Guidance Manual - Aconex 2010.pdf' for further details.