

DESIGN



A Guide to Global Design Reviews

For internal use within Ramboll Buildings

RAMBOLL

SPECIAL EDITION

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Prelude

Robust Design Reviews and Design Audits

To ensure that all projects uphold Design Excellence, they are subject to multiple layers of design reviews. The first two layers are carried out locally on all projects, in accordance with the process described in Chapter 2. Their format and frequency are coordinated between the project owners and the local Design Directors or Heads of Design. The third layer is the Global Design Review, which is conducted on selected projects of a more complex nature.

The three layers are as follows:

1. Interim Reviews

These are carried out by the design team as part of an activity, work package, or design sprint. They take place during each stage to verify that parts of the design or interim deliverables meet the project requirements.

2. Stage Gate Design Reviews

These are conducted at the conclusion of a project stage. Their purpose is to provide an overview of the overall approach and solution, as well as how

it is communicated, rather than to undertake a detailed review of individual deliverables. They are performed locally by Directors and recognised experts, with support from the Head of Design where required. This review process is scalable, depending on the size and complexity of the project. The level of review should be agreed upon during project planning and documented in the Project Quality Plan.

3. Global Design Reviews

In Ramboll Buildings, Global Design Reviews are mandatory for Building projects with Project Level Ratings defined as “medium or high” and technical complexity classified as a difficult technical solution. The latest criteria for projects requiring mandatory reviews are available in the PI Tool or CRM and are updated from time to time, with the aim of streamlining the overall Design Review process with the input from Head of Design in each geography.

In addition to the minimum of one mandatory Global Design Review,

voluntary Global Design Reviews may also be arranged for projects that fall outside the mandatory criteria, where the project team sees value in doing so. Project owners are encouraged to coordinate with their country’s Head of Design in such cases. Details of Global Design Reviews are available in the PI Tool.

Global Design Audits

Global Design Audits also play a vital role in fostering a safe and creative environment. They ensure the safety, accuracy, and correctness of our designs. Details of Global Design Audits are available from the Head of Design in each Geography.

This special edition is dedicated to Global Design Reviews

1. Introduction

Under the initiative of The Design Excellence Board, Ramboll Buildings shall operate a robust project Design Review procedure with the purpose of:

1. Ensuring high quality of engineering consultancy service
2. Sharing of experience gained from previous projects across Ramboll markets and geographies
3. Ensuring a high level of conceptual and schematic design proposals for all Ramboll projects
4. Promoting a high level of option studies for value engineering
5. Ensuring safety and general compliance with prevailing codes and standards

All the above aims at ensuring that the best of Ramboll comes out of every project, everywhere.

2. Who - Design team and review panel

The Global Design Reviews require two parties to be involved:

Design Team

The Design Team is formed by Ramboll staff directly involved in the design and execution of the project.

The Design Team should identify the right time and take the initiative to organize a Global Design Review.

The Design Team should prepare a presentation for the Design Review, following the Content Guideline presented in the Appendix.

The Project Lead of the Design Team should be responsible for the organization of a Design Review and present during the Design Review, while the rest of the team should attend and listen to the comments done by the Review Panel.

Review Panel

The Review Panel consists of three Reviewers selected from specific members of the Design Excellence Board.

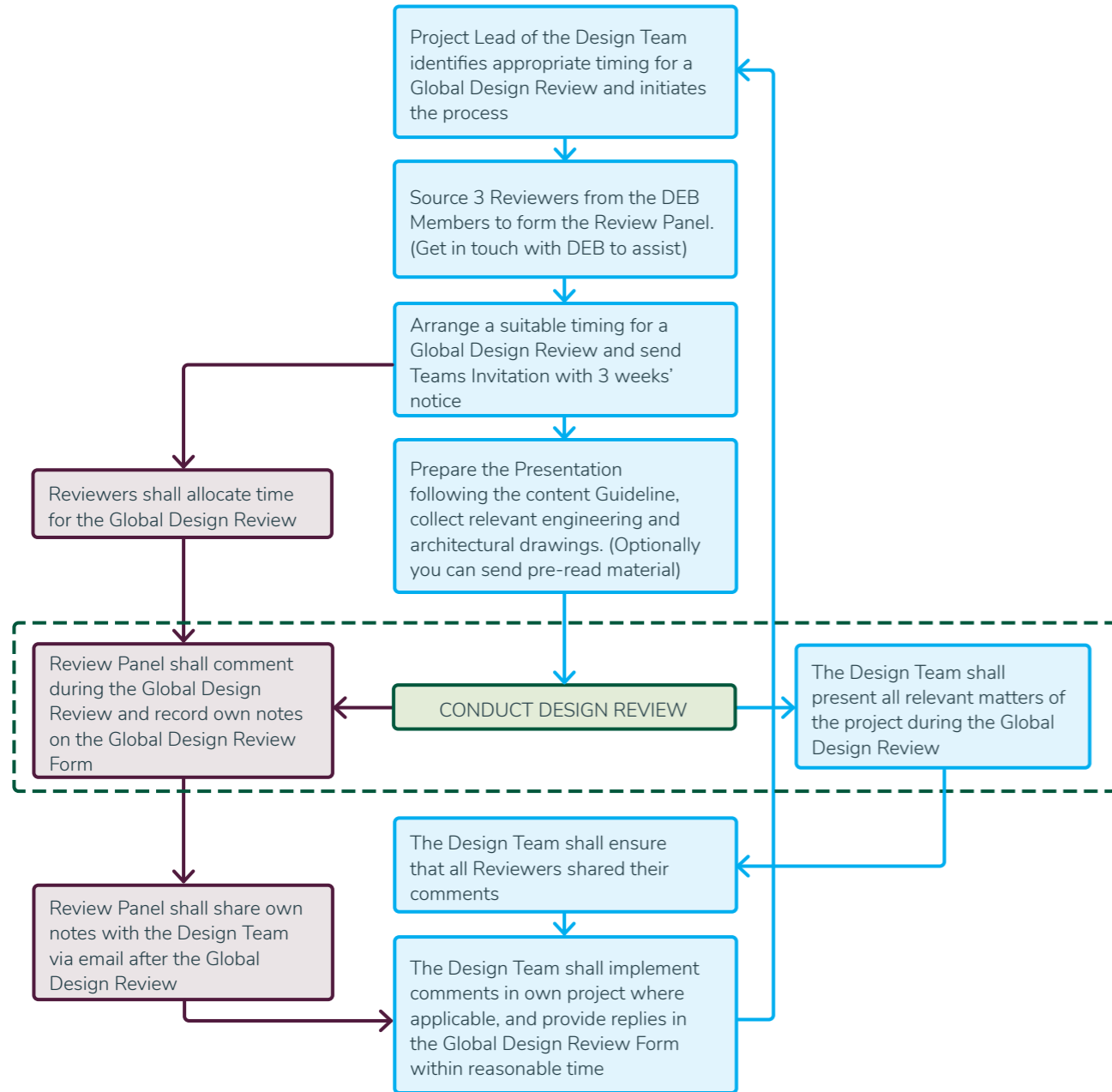
The Review Panel shall be formed by at least 3 Reviewers and attend the Design Review for its full duration.

The purpose of the Review Panel is to review and constructively comment on the design carried out by the Design Team, keeping in mind the main objectives listed in section 1 of this document.

The Review Panel should be diverse in geographical location, gender and field of expertise, when possible.

One of the Reviewers shall be from the same geography as the Design Team, if and only if, he/she has never been directly involved with the project under review. The two remaining Reviewers shall be from different geographies.

3. How - Procedure for the Global Design Review



4. When - Timing for the Global Design Review

The Global Design Review shall be carried out at least one time before the Tender Stage of a project. The Design Team is invited to organize more than one Global Design Review during the course of a project in order to maximise the benefits listed in section 1 of this document.

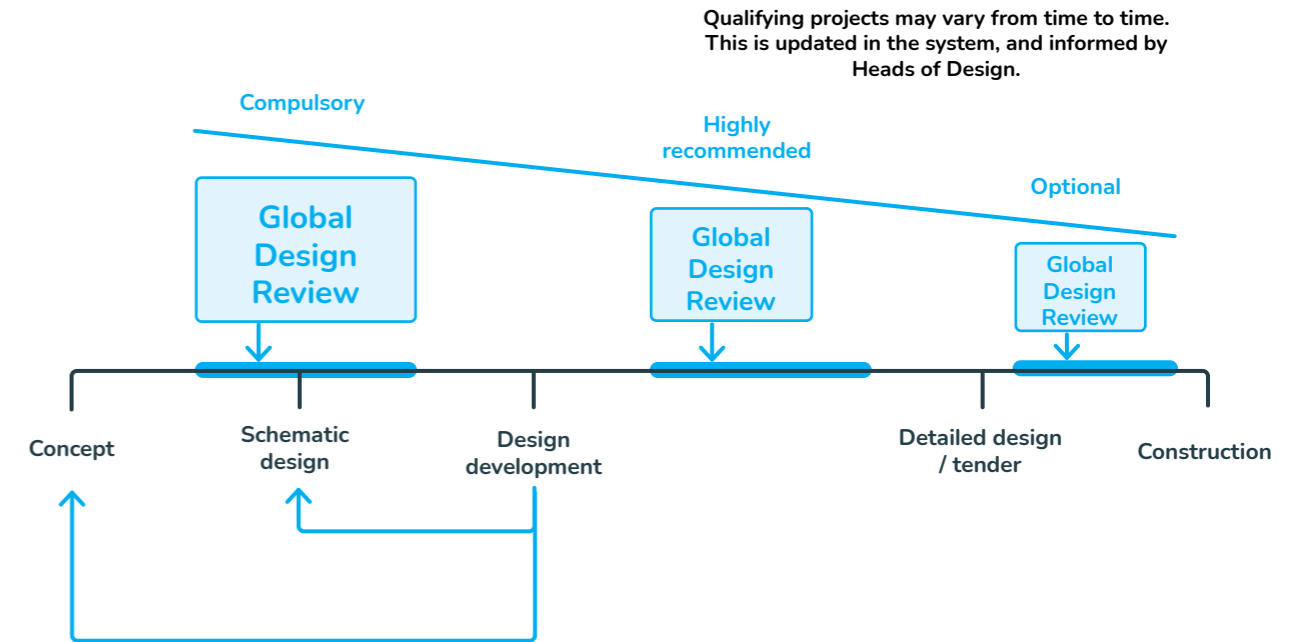
Typically, the Global Design Review shall be carried out towards the end of Concept Design or the beginning of Schematic Design when comments made by the

Reviewers can still be implemented in the project and have the highest impact on the design. After a first Global Design Review at an early stage of the project, the Design Team is welcome to organize a follow-up review during Design Development and prior to construction.

All projects within Ramboll that qualify as Medium or High Risk and Complex are to be subjected to a Global Design Review. Typically, however, the

following projects can be exempted:

- Peer Reviews
- Performance Based Design
- Design Competitions
- Inspection Reports
- Case studies
- Projects that do not require design (e.g. project management, site work management etc)



Appendix 1: Global Design Review Content Guidelines

Structural guideline

The following Appendix offers a guideline for the content of a Global Design Review presentation. This can also help the Design Reviewers as prompters for possible questions to be raised as part of the overall critique of the presented work. Typically, regardless of project typology and specialism, the following key topics should be presented during a Global Design Review:

Introduction and general information

- Project description and location
- Status of the project
- Ramboll involvement and scope of work
- Client & other consultants and collaborators

- Embodied Carbon Footprint
- Adoption of recycled material
- Operational Carbon emission
- Life cycle assessment
- Other considerations and contribution to sustainable development

Architectural design intent

- Presentation of the architectural design intent
- Understanding of the project design directions
- Client and Architect's vision for the project

Technical details

- Basis of the design
- Optioneering and studies carried out
- Drivers for technical / design decisions
- Benchmarking and proposed design
- Technical challenges and project issues
- Safety by Design

Environmental contribution

- What are the sustainable contributions of the project?
- What environmental considerations have been made for the design?

The technical details listed at point 4 above, shall be specific to the disciplines being reviewed and the peculiarity of the projects under review.

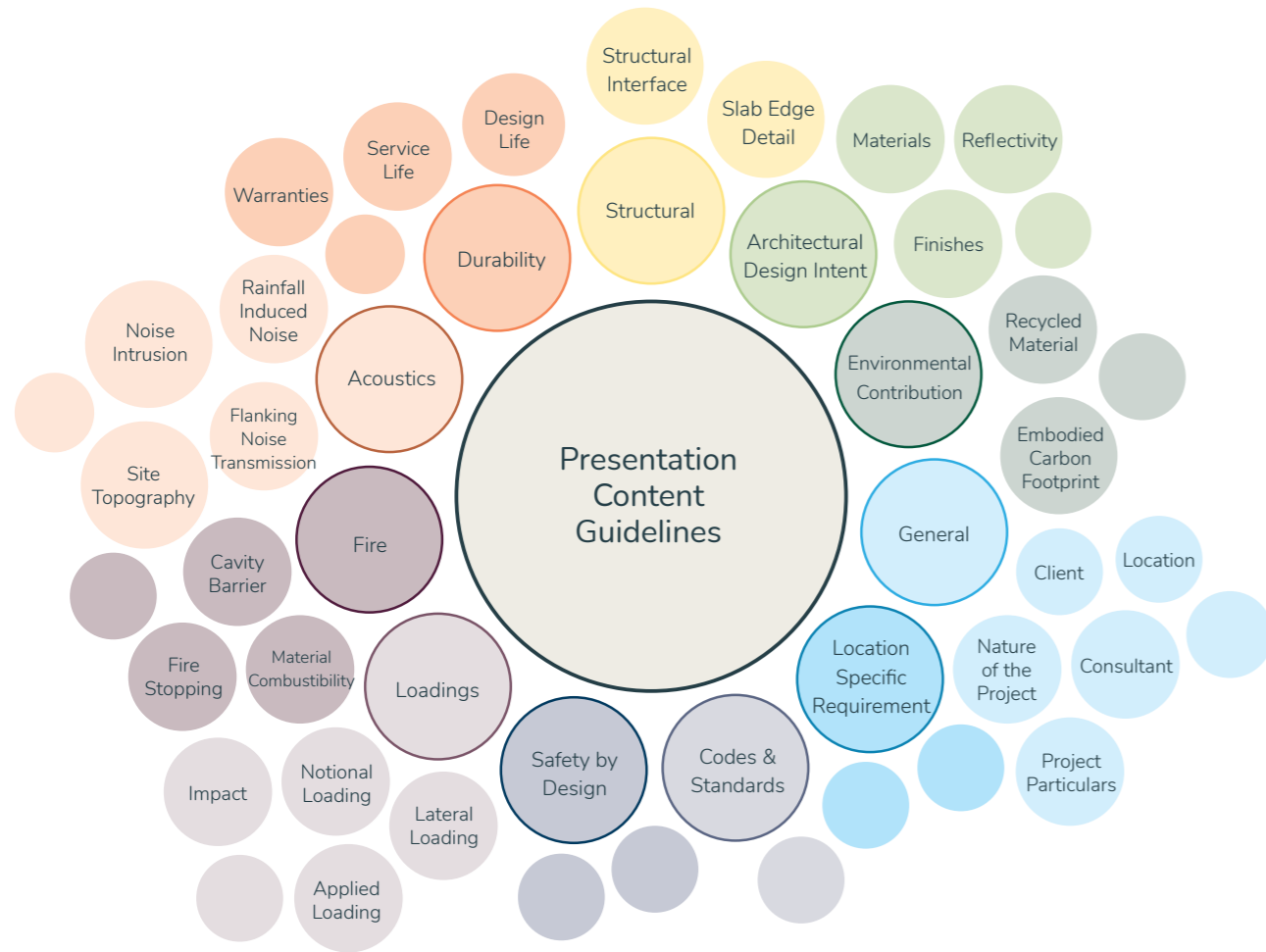
For example, a Global Design Review on the structural design of a building shall include loading considerations, description of the structural system, description on the foundation system etc.

A Global Design Review on MEP design shall offer details on the proposed electrical and mechanical system, suppliers considered, ICT agreement, clash controls etc.

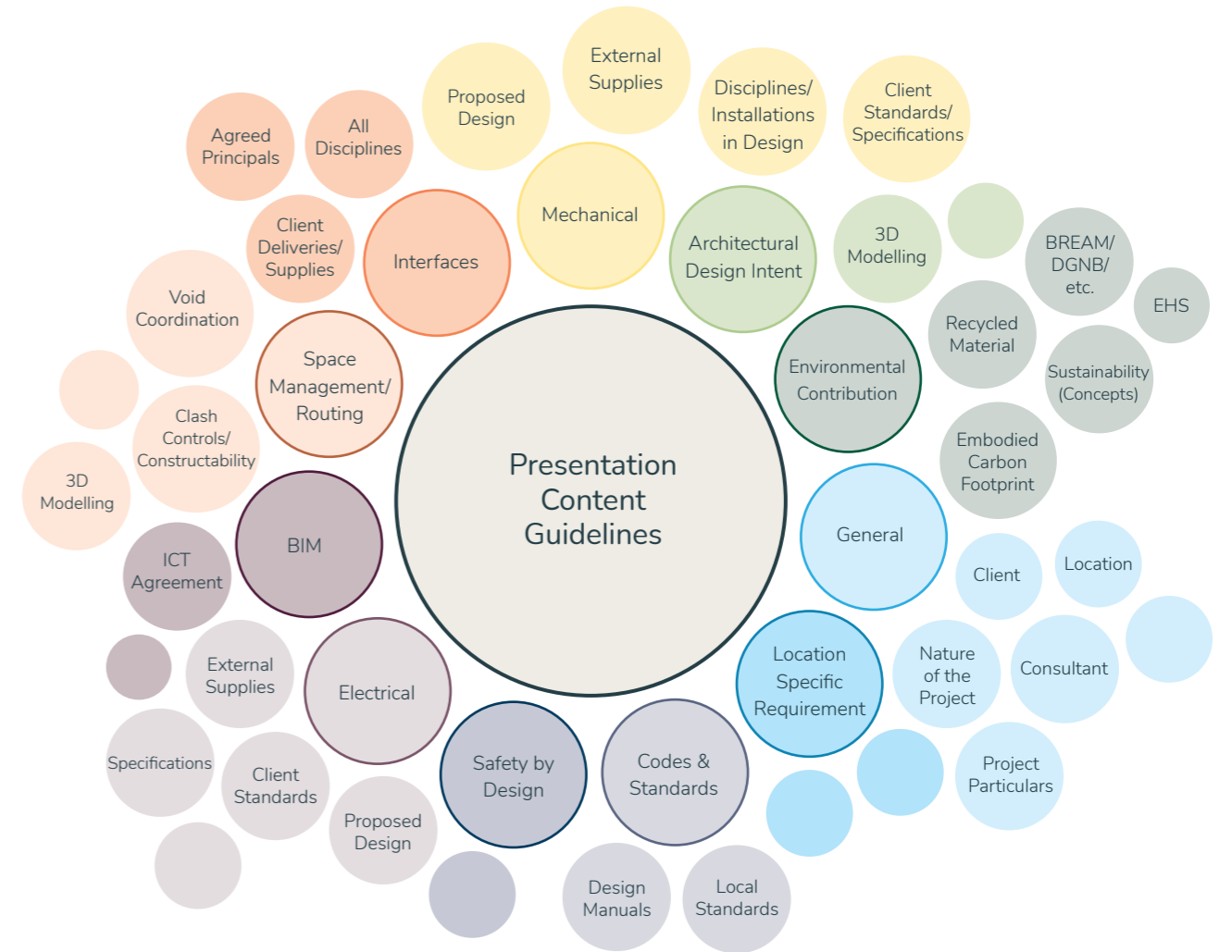
A Global Design Review on façades shall present information about loading, fire design and material combustibility, acoustic considerations, durability, integration with architectural and structural design etc. Refer to images below as an example of possible content.



Facade guideline



MEP guideline



Appendix 2: Global Design Review Form

The following Appendix shall be used during a Global Design Review by Reviewers to take notes.

It shall also be used by the Design Team to follow up on comments received by each Reviewer.

Date	
Previous Global Design Review conducted for this project?	<input type="checkbox"/> Yes When: <input type="checkbox"/> No

Project No.	
Project Name	
Project Location	
Discipline under Review	

Project Lead	
Project Team Office	
Date of Review	
Reviewer Name	
Reviewer Office	
Reviewer Specialism	

Reviewer's checklist

Item	Check / Remarks
General information on the project were presented?	
Architectural design intent and client vision were presented?	
Environmental contributions were presented and are satisfactory?	
What is the design differentiator of this project? How does this project align with Ramboll values and strategy?	

Ramboll is a global engineering, architecture and consultancy company founded in Denmark in 1945. Across the world, our 18,000 experts create sustainable solutions.

We combine local experience with a global knowledge base to create sustainable cities and societies, driving positive change for our clients, stakeholders and society. We enable our stakeholders to realise their goals and navigate the transition to a more sustainable future.

Bright ideas. Sustainable change.

DESIGN is a publication by the Design Excellence Board (DEB) within the Buildings Global Business Area in Ramboll.

The publication promotes and articulates the latest ideas on matters relating to design, technology, environment and ethos within the design industry and the built environment, at large. It aims to address key issues facing contemporary design professionals, including our evolving relationship with the natural environment; as well as pressing political and social agendas for the built environment.

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