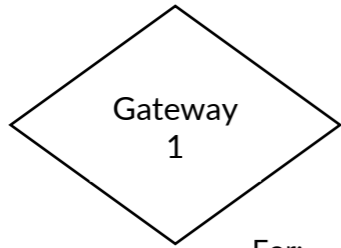
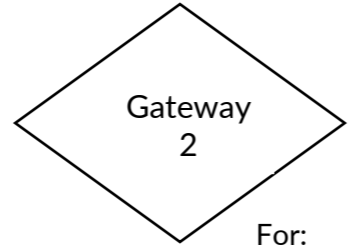
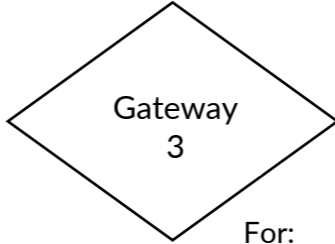


Appendix A: Project Management Approach and Overview

	Initiation	Feasibility	Planning & Design	Technical Design & Construction	Handover & Closure																																																				
RIBA	0, 1	1, 2	3, 4	4, 5	6, 7																																																				
Key Project Outputs	<ul style="list-style-type: none"> Client requirements (outline) Outline business case Asset review 	<ul style="list-style-type: none"> Options appraisal/analysis Project brief Pre-feasibility study Desktop site surveys Report on title Concept design Procurement approach Initial cost plan/financials 	<ul style="list-style-type: none"> Design studies/analysis Outline specs Cost plans Consultant briefs/procurement Detailed site investigations Planning docs Consultation material 	<ul style="list-style-type: none"> Final spec Technical designs Room data sheets Building systems Discharge planning conditions Building contracts Project performance Building regs applications 	<ul style="list-style-type: none"> Building materials Training Snagging Aftercare Final certificates Asset register updates PC certs Defects list Fire risk assessment 																																																				
Approvals	<ul style="list-style-type: none"> CPB approval SPB approval SMT approval  <p>For:</p> <ul style="list-style-type: none"> Feasibility only Project team 	<ul style="list-style-type: none"> CPB/SPB approval Cabinet Briefing Cabinet approval  <p>For:</p> <ul style="list-style-type: none"> Scheme Budget Planning permission Procurement 	<ul style="list-style-type: none"> CPB/SPB approval Cabinet Briefing Cabinet/Council approval  <p>For:</p> <ul style="list-style-type: none"> Final scheme Budget confirmed Inform tender returns 	<ul style="list-style-type: none"> Exception reporting only and update reports through highlight reports and Programme Dashboard 																																																					
Project Management Products	<table border="1"> <tr><td>Mandate</td><td>✓</td></tr> <tr><td>Project Initiation Document</td><td>High Level Outline</td></tr> <tr><td>Project Budget</td><td></td></tr> <tr><td>Risk Register</td><td></td></tr> <tr><td>Project Programme</td><td></td></tr> <tr><td>Change Control Procedures</td><td></td></tr> <tr><td>Highlight Reports</td><td></td></tr> <tr><td>Comms Strat/Plan</td><td></td></tr> </table>	Mandate	✓	Project Initiation Document	High Level Outline	Project Budget		Risk Register		Project Programme		Change Control Procedures		Highlight Reports		Comms Strat/Plan		<table border="1"> <tr><td>Update with PEP</td><td></td></tr> <tr><td>✓</td><td></td></tr> <tr><td>Update</td><td></td></tr> <tr><td>Outline</td><td></td></tr> <tr><td></td><td></td></tr> <tr><td>✓</td><td></td></tr> <tr><td>✓</td><td></td></tr> </table>	Update with PEP		✓		Update		Outline				✓		✓		<table border="1"> <tr><td>Update</td><td></td></tr> <tr><td>Detailed update</td><td></td></tr> <tr><td>Update & monitor</td><td></td></tr> <tr><td>Update</td><td></td></tr> <tr><td>✓</td><td></td></tr> <tr><td>✓</td><td></td></tr> </table>	Update		Detailed update		Update & monitor		Update		✓		✓		<table border="1"> <tr><td>Monitoring</td><td></td></tr> <tr><td>Update & monitor</td><td></td></tr> <tr><td>Monitor</td><td></td></tr> <tr><td>✓</td><td></td></tr> <tr><td>✓</td><td></td></tr> </table>	Monitoring		Update & monitor		Monitor		✓		✓		
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Key Milestones	<ul style="list-style-type: none"> PID Outline business case Project team (Internal) 	<ul style="list-style-type: none"> Project set-up Cabinet approval Concept designs Procurement Planning permission 	<ul style="list-style-type: none"> Contractor/Developer procured Detailed scheme 	<ul style="list-style-type: none"> Start on site Planning conditions discharged P.C 	<ul style="list-style-type: none"> Operational Manuals Training Occupation 																																																				

