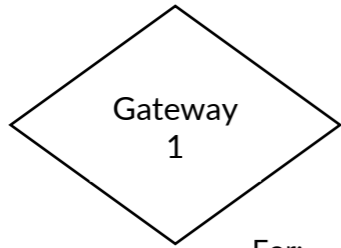
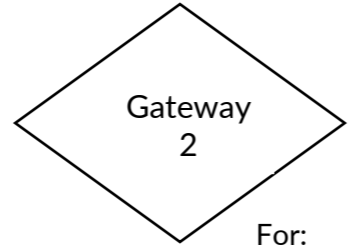
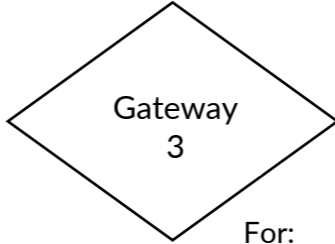


**Appendix A: Project Management Approach and Overview**

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

