**NLHF PROJECT OL-18-06870**

**TOWER OF STRENGTH**

**Timetable for development & delivery phases UPDATED February 2020**

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| --- | --- | --- | --- | --- | --- |
| **Development Phase** | | | | | |
| **Task** | **Start**  **month** | **Start**  **year** | **End**  **month** | **End**  **year** | **Who will lead this task** |
| **Governance** | | | | | |
| Permission to Start (pending planning approval) | February | 2020 | April | 2020 | FOAS project group |
| **Procurement** | | | | | |
| Procurement of PM | April | 2020 | May | 2020 | FOAS project group |
| Procurement of Professional Services (Architect, QS, Engineer & Activity Designer) | May | 2020 | July | 2020 | FOAS project group  PM |
| **Capital** | | | | | |
| Conservation Plan / QI Report updates | July | 2020 | September | 2020 | Architect / PM / FOAS project group / PCC  QI team |
| Building related surveys | July | 2020 | September | 2020 | Architect / PM |
| RIBA Design Stages 2 (Concept Design) | September | 2020 | December | 2020 | Architect |
| Cost Plan Stages 2 | November | 2020 | December | 2020 | QS |
| RIBA Design Stages 3 (Developed Design) | January | 2021 | March | 2021 | Architect |
| Cost Plan Stages 3 | February | 2021 | April | 2021 | QS |
| Management and Maintenance Plan | January | 2021 | April | 2021 | Architect / PM / FOAS project group / PCC  QI team |
| Submission of payment request | March | 2020 | April | 2020 | Project Chair |
| Submission of payment request | November | 2020 | January | 2021 | Project Chair |
| Submission of payment request | May | 2021 | July | 2021 | Project Chair |
| Final Planning Approval / Faculty Approval | January | 2021 | May | 2021 | Architect / PM / FOAS project group |
| **Activities** | | | | | |
| Recruit Activity Designer & intern for admin/clerical work and other volunteers | May | 2020 | July | 2020 | FOAS project group  PM |
| Co-opt representatives of young people to plan heritage programme | May | 2020 | July | 2020 | FOAS project group  PM |
| Activity Plan – Feasibility / Consultation, including preparation of local publicity and awareness events | July | 2020 | October | 2020 | Activity Designer |
| Activity Plan – Action Plan / Volunteer Plan / Recruitment Plan / Evaluation Plan | September | 2020 | April | 2021 | Activity Designer |
| Organise building of website and digital resources | July | 2020 | April | 2021 | Activity Designer / FOAS project group |
| Project Business Plan | July | 2020 | May | 2021 | FOAS project group |
| **Bid Preparation** | | | | | |
| Reporting to PCC & NLHF | April | 2020 | June | 2021 | FOAS project group / PM |
| Development Phase Review | February | 2021 | February | 2021 | All |
| Collate all supporting information | January | 2021 | May | 2021 | PM |
| Draft Second round application | March | 2021 | May | 2021 | PM |
| Second round application submission | June | 2021 | June | 2021 | PM |

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| **Delivery Phase** | | | | | |
| **Task** | **Start**  **month** | **Start**  **year** | **End**  **month** | **End**  **year** | **Who will lead this task** |
| **Governance** | | | | | |
| Permission to Start (assumes September decision and 4 months lead in for PtS) | January | 2022 | January | 2022 | FOAS project group |
| Budget review | January | 2022 | January | 2022 | FOAS project group |
| Project Business Plan review | January | 2022 | January | 2024 | FOAS project group |
| **Procurement** | | | | | |
| Re-appoint PM and professional services | February | 2022 | February | 2022 | FOAS project group |
| **Capital** | | | | | |
| RIBA Design Stage 4 (Technical Design) | February | 2022 | April | 2022 | Architect |
| Cost Plan Stage 4 | April | 2022 | April | 2022 | QS |
| RIBA Design Stage 5 (Tender / Construction) | April | 2022 | June | 2022 | Architect |
| Issue tender to contractors | June | 2022 | July | 2022 | Architect / QS / PM |
| Tender review | July | 2022 | July | 2022 | Architect / QS / PM / FOAS project group |
| Appointment of contractor and agree contractual arrangements | July | 2022 | July | 2022 | Architect / QS / PM / FOAS project group |
| Confirm all planning conditions are in place | July | 2022 | July | 2022 | Architect / PM |
| Contractor starts (Building of proposed elevation on north side and Repairs to tower and Equip kitchenette) | August | 2022 | February | 2023 | Architect / QS / PM |
| RIBA Design Stage 6/7 (Handover and Close Out / In use) Contractor ends / Anticipated practical completion | February | 2023 | February | 2023 | Architect / QS / PM |
| Submission of Payment Request | October | 2021 | January | 2022 | Project Group Chair |
| Submission of Payment Request | December | 2022 | February | 2023 | Project Group Chair |
| Submission of Payment Request | December | 2023 | February | 2024 | Project Group Chair |
| **Activities** | | | | | |
| Recruitment of Activity Director | February | 2022 | February | 2022 | FOAS project group |
| Further Research for heritage & tourism | March | 2022 | January | 2023 | Activity Director |
| Prepare activity packages | May | 2022 | February | 2023 | Activity Director |
| Start trial of events & activity | June | 2022 | August | 2022 | Activity Director |
| Publicity/tourism information | March | 2022 | February | 2024 | Activity Director |
| Build & install storage units (possibly in main contract) | August | 2022 | October | 2022 | PM / Activity Director |
| Purchase & install display stands (possibly in main contract) | September | 2022 | November | 2022 | PM / Activity Director |
| Investigate wifi for activities (possibly in main contract) | October | 2022 | December | 2022 | PM / Activity Director |
| Review and procure digital equipment etc | November | 2022 | February | 2023 | PM / Activity Director |
| Recruit and train volunteers | September | 2022 | February | 2023 | PM / Activity Director |
| Instigate programme of activities | February | 2023 | January | 2024 | FOAS project group / Activity Director |
| Evaluation | April | 2022 | January | 2024 | FOAS project group / PM Activity Director |
| Reporting to PCC & NLHF | January | 2022 | January | 2024 | FOAS project group / PM Activity Director |
| Project Completion (Grant Expiry Date) | January | 2024 | January | 2024 | FOAS project group / PM Activity Director |