**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 groupPM |
| **Capital** |
| Conservation Plan / QI Report updates | July  | 2020 | September  | 2020 | Architect / PM / FOAS project group / PCCQI 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 / PCCQI 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 groupPM |
| Co-opt representatives of young people to plan heritage programme | May  | 2020 | July  | 2020 | FOAS project groupPM |
| 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 |