	Bingley Town Council				Ш																	ш								ш		ШΠ
	Changing Places Facility																															
	Draft Project Delivery Group - Project Plan 2021	Key:	Comple	te <mark>Out</mark>	standi	ing ((Actions	will cl	hange fr	rom re	ed to gr	reen u	pon comple	tion																		
	Full Council dates		#######################################				#######################################			#######################################			#######################################			##		1				#########			#######################################						#######################################	
	Week numbers (ISO week numbering)	7	8	9 10	11	12	13 1	4 15	16	17	18 19	20	21 22 3	23 2	4 25	26 2	7 28	29 3	0 31	32	33 34	35	36 3	7 38	39	40 41	1 42 4	43 44	45 46	47	48 49	50 51
Phase Class	Actions																															
1 Reporting	Full Council Meetings (date milestone)						•		1			1	•		1	•			•			•		*						1		
1 Reporting	Monthly CPWG meetings (date milestone)					•			•			-					1	•			•	•		-			•				$\neg \neg$	
1 Reporting	To report progress back to Full Council.		С			T	0			0			0			0			0			0			0			0			0	
2 Lease	To secure sufficient land with CBMDC to site the preferred option.	С																														
3 Planning Permission	To recommend to Full Council that we procure PP drawings (via Bowman Riley)					T																									\neg	
3 Planning Permission	Bowman Riley create drawings (4 weeks)			0	0	0																									\neg	
3 Planning Permission	CPWG review drawings and iterate (if necessary)						0	0																						+	$\neg \neg$	
3 Planning Permission	To recommend to CPWG that we adopt these drawings for Planning purposes			+	H	+				\neg		+		_					+		_									++	\dashv	
3 Planning Permission	CPWG recommend to Full Council that we adopt these drawings for Planning purposes			1	H	†			Ť										+		+									++	\dashv	
3 Planning Permission	To apply for Planning Permission and wait 8 weeks			+		+			1 1	•	-	0	0 0	0	0	0			+		+	T			\neg			_		+	\dashv	\vdash
3 Planning Permission	Planning Permssion Granted			+		+																								++	\neg	
3 Planning Permission	To review and act upon any planning constraints or recommendations.			+	\vdash	+									1 1	Ť	0 0	0												++	-	\vdash
4 Specification	Develop a brief of deliverables to meet the projects requirements.	\Box	٠ ر	С	· ·	d	0	0 -) 0	0 -	0 .0		0 0	0 -	1 0	0	0 D		+	\vdash	+	\vdash			-		+ +			+	$\dashv \dashv$	\vdash
4 Specification	To review all relevant standards and statutes		c c		, n	١,	0	0 0	1 0	ŏ						Ĭ			+		+	\vdash	_		-	_	++	_		++	+	\vdash
4 Specification	To full appraise all viable options.			_		۳					0 0		0 0	^		_									-					++	+	+
4 Specification	To consider appointing professional advisors as required.			+	\vdash	+				- U	U U	1 1			1 1		_								-					++	+	
4 Specification	Develop a Business Case for submission to BTC Full Council for comment/approval.			+-	-	+	_											_					0			_				++	+	\vdash
4 Specification 4 Specification	To produce a specification for the preferred option.			_		+				0	0 0		0 0	0		0	0 0	0	0 0	0	0 (•	U						++	-	\vdash
				_		+				0	0 0		0 0	0		0	0 0	0	0 0	0	0 (-	-					++	+	++
4 Specification	To develop options for servicing/operating/securing the facility.					+				-0	0 0	, U	0 0	U	ט ע	<u> </u>	0 0	- 0	0 0		0 (0	U	_	-					+++	$-\!\!+\!\!-\!\!\!\!-\!\!\!\!\!-$	\vdash
5 Funding	To recommend to Full Council to purchase the Directory of Funders (and then purchase)	-1	C		\vdash			_	+	+		+		_	+-+		-		+-		_	\vdash		_	_	_	+	_		+	$+\!\!-\!\!\!-$	++
5 Funding	To identify sources of potential funding agree with CPWG		_	+-	H				+	+	_			_	+	_	_		+		_				-	_	+			++	$-\!$	\vdash
5 Funding	To agree sources of potential funding with the Full Council		_	-	\vdash	+i													-		_				-	_	-			++	$-\!$	\longrightarrow
5 Funding	To apply for potential funding and wait 12 weeks			+	\vdash	+		0 (0	0	0 0	0	0 0	0	0	0					_				-	_				+	—	\vdash
5 Funding	To review response from potential funders (CPWG then FC)			+-		+			+-+	_				_	+			23			_				-	_	+	_		+	$+\!\!\!-\!\!\!\!-$	\vdash
6 Tender	To produce a project delivery programme for each viable option.		_	+	\vdash	+			+	_	_	+ -		_	+		0 0	0								-	+	_		++	$+\!\!\!-$	\vdash
6 Tender	To agree with CPWG the preferred design and build solution			_		\perp				_					\perp				_		_			_	_			_		+	\perp	$\sqcup \sqcup$
6 Tender	To agree with Full Council the preferred design and build solution and list of tenderers			-		\perp				_				_	+						_									++	-	+
6 Tender	To tender preferred design and build solution			+-		\perp			++	_	_	-		_	+				_		_		0	0 0	0					++		++
6 Tender	CPWG to review tenders and make final recommendation to Full Council					\perp			\perp	_					+						_					0 0				++		$\sqcup \sqcup$
7 Procurement	Town Clerk to appoint the preferred contractor using standard or JCT form of contract					\perp			\perp	_					\perp											_				++	'	$\sqcup \sqcup$
7 Procurement	To agree an actual project delivery programme.			-		+				_				_	+				_		_				_					++	_	+
	To meet with the preferred contractor to finalise the requirements of the project and identify any																														'	1
8 Delivery	constraints which may apply.					\perp			\perp						\perp											_				$\perp \perp$	'	$\sqcup \sqcup$
8 Delivery	Now solution is developed to agree within the CPWG who will attend future progress meetings.					\perp			\perp	_	_				+											_	\perp			+	'	$\sqcup \sqcup$
8 Delivery	To agree progress meetings with the contractor.					\perp			\perp	_	_				\perp										_		\perp			++	——	$\sqcup \sqcup$
8 Delivery	Construction period					\perp																								\bot	لسلب	ш
8 Delivery	To monitor ongoing progress against that agreed programme.																													$\perp \perp \downarrow$		ш
8 Delivery	To address any requests for information from the contractor.																													$\perp \perp$		ш
8 Delivery	To consider any additions outside the submitted tender (contingency sums).																													$\perp \perp$		ш
8 Delivery	To seek approvals if required.					\perp									\perp															$\perp \perp$	'	ш
8 Delivery	To ensure completion of the build phase.	Ш			Ш	\Box						Ш										Ш								Ш		ШΙ
8 Delivery	To agree suitable signage directing the public to the facility.	Ш				\perp									\perp															$\perp \perp$	'	\Box
8 Delivery	Procure signage.	Ш			\Box	\Box						\Box			\perp																'	$\sqcup \sqcup$
8 Delivery	To make arrangements to open the facility.				\Box	┰				$\perp \!\!\! \perp$				\Box	$oxedsymbol{oxedsymbol{oxed}}$			$\Box \Box$				\Box	$\perp \Gamma$		\Box		\Box			ш		ШΙ
8 Delivery	To make the facilities availability known to the wider public.																															
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8 Delivery	To produce a "Project Evaluation Assessment" to confirm that the objectives have been met.														1 1												1 1				'	
8 Delivery	To formally report completion to Full Council and present Project Evaluation Assessment.					П									T																$\neg \neg$	
9 Maintenance	To tender for a service provider (may not be required if current provider is willing)																														7	
9 Maintenance	To agree with Full Council and appoint a facilities service provider.																														\neg	
			_	_			_	_		_					_	_	_	_	_		_	_	_	_	_	_		_	_		-	