School Expansion

Project Execution Plan

Please note all names are fictitious, dates and figures are random

Document control

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| --- | --- | --- | --- |
| **Project name** | **School Extension** | **Project number** | 12345 |
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| **Related project documents** | Appendix A Drawings Arrangement  Appendix B Project Delivery Programme  Appendix C Project Directory  Appendix D Risk Register  Appendix E Scope of Work  Appendix F Cost Plan Report  Appendix G Project Objectives & Outcomes | | |

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## Version Control

|  |  |  |
| --- | --- | --- |
| Version No. | Description | Date of Issue |
| 1.0 | Draft for Client Review and Comment | May 2020 |
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## Controlled Documentation

This document has been compiled by Consultancy name (doc owner) and remains the property of Consultancy name (doc owner) as the registered holder.

The registered holder is responsible for its safe custody, for inserting all revisions and for removing all pages made obsolete by revisions. It is the responsibility of the registered holder to distribute any revisions of the Project Execution Plan (PEP). The registered holder only will make and issue any revisions to the document.

The register holder will review these procedures manually and periodically, to reaffirm its adequacy and conformity to the current requirements of Client’s Name. Revisions shall be made by replacement of the applicable section or sections.

## Use and Content

The PEP is the governing document that establishes the means to execute, monitor, and control projects. The plan serves as the main communication vehicle to ensure that everyone is aware and knowledgeable of project objectives and how they will be accomplished. This document is not legally binding. The Consultancy name (doc owner) representatives will always maintain excellent communications with Client’s Name and wider delivery team.

Whilst certain procedures are detailed in this document, the provision of such details should not be construed as limiting the obligations of the parties.

These procedures are subject to review and may be amended by agreement. Any amendments will be issued to all parties for inclusion in their procedures.

## Amendment Procedure

Representatives of Consultancy name (doc owner) and Client’s Name may propose amendments to the Project Execution Plan. Proposals should be submitted in writing to the Lead Project Manager, stating the following:

* Background to the proposed amendment
* Section(s) of the Project Execution Plan which would be affected
* Benefit(s) obtained from adopting the proposal and
* An outline of the proposed change in sufficient detail for its merits to be properly considered

Proposed amendments will be considered in conjunction with the Project Director. Where a proposal is approved, the registered holder will amend all relevant sections and reissue.

## Scope of the Project Execution Plan

The PEP is an approved document that defines the procedures for successful delivery of a secondary school and sixth form college expansion located in School name and location. By using a comprehensive methodology, that defines how the project will be executed, monitored, and controlled, the aim is to ensure successful delivery of the project scope in line with the programme objectives set by the Client’s name.

**1.1 Project Background –** please note numbers and descriptions are fictitious

School A is a large secondary school and located in city X. It is a successful non-selective school that offers a broad selection of GCSE and A level options. The school is the only comprehensive secondary school in city X, it achieved a good rating in 2015 and again in 2017.

The school currently has an age range of 11-18 and has Published Admissions Numbers (PAN) for Years 7-11 of 320. With a capacity for approximately 1550 pupils. The school is understood to currently has approximately 1725 pupils.

Client name is leading the proposed expansion plan that will increase PAN of 200 for Years 7-11 and capacity for an additional 55 pupils for post age 16 equating to an additional 412 pupils. Total pupil numbers would increase to approximately 2075, enabling the school to become a two-form entry school.

**1.2 Site Location**

Add Map here

**1.3 Scope of Works**

An RIBA Stage 2 design has been developed by Client’s name with Architects X

The scope of works for the project comprises:

* Two extensions to the front of the school – each two storeys
* Refurbishment to the existing main circulation zone to the front of the school
* Ground floor new pupil toilet block providing 46 unisex toilets and circular wash troughs
* New roof lights to second floor existing rooms
* New fire lobby formed to existing ground floor escape stair from 3rd floor LRC
* Refurbishment works to existing classrooms, toilets as identified in the drawings referenced above
* New build – Creative Block – two storeys
* Existing lockers removed in main circulation zone to allow for new glazed openings
* Revised external works for bus drop off and new parking bays
* FFE Fit out of the two refurbished Computers rooms to the 2nd floor

Architects X have prepared a Stage 2 Design Report, add document reference (refer Appendix XXX).

In addition, a scope of works document has been proposed by the intended Framework Contractor who will deliver the project (Contactor’s name) and this has been attached to their proposed Pre-construction Services Agreement (PCSA) (Document 1), Ref “*School expansion Scope”* (refer to Appendix E).

**1.4 Milestones and Gateway Management**

The milestones have been identified within the project programme and these have been aligned to the demands of the project requirements and the Client’s name approval gateways, Ref “add document reference*”* (refer to Appendix B).

**Table 1: Key Milestones**

|  |  |
| --- | --- |
| **Activities** | **Milestones dates** |
| Original Baseline PCSA Signing Date | 24.01.2022 |
| Sign PCSA | 30.06.2022 |
| Feasibility Signed off | 01.07.2022 |
| Appoint Consultants | 01.06.2020 |
| Arrange Value Management Workshops | 01.06.2020 |
| Arrange Risk Management Workshops | 01.06.2020 |
| Commence Receiving Stage 3 Information from Consultants | 17.07.2020 |
| Surveys Completed | 01/08/2020 |
| Issue RIBA 3 Report | 20.09.2020 |
| Latest Submit Planning | 07.11.2020 |
| Issue STW Application | 07.11.2020 |
| Commence Receiving Stage 4 Information from Consultants | 18.11.2020 |
| Issue Costs for Service Diversion Works | 12.12.2022 |
| Building Control Conditional Approval – Plans and Part B | 16.12.2022 |
| RIBA 4 Design Part Completed | 16.12.2022 |
| Planning Approval | 25.01.2021 |
| Issue CPs/Works Information & proposed costs to customer | 03.03.2021 |
| RIBA 4 completed | 03.04.2021 |
| Sign Delivery Agreement | 03.04.2021 |
| PCSA Contract Completion | 03.04.2021 |

**1.5 Project Constraints**

Client’s name have confirmed that their project brief is reflected in their Cabinet Paper submission dated 12-Nov-20 “Education (Schools) Capital Programme 2022/23 (refer to Appendix xxx)

The project aims to achieve the project objectives determined by the Client’s name. Any changes to the brief instructed by the Client will be automatically noted and circuited to the project team. Together with the site location and logistical risks has hindered progress with the site design and subsequent dependent activities (i.e., cost planning, programme, and procurement). The cost plan will include a log of changes within the scope from the feasibilities and concept changes.

The following are considered as the main project constraints:

* Delivery of the required expanded build within the Project Brief within the budget envelope of circa £7.3M. Consultancy name (doc owner**)** have advised an updated cost estimate for the project, and it is understood that Client’s name will progress an updated budget approval in line with a construction cost estimate of £8.5M. Refer to Appendix E for Consultancy name/PEP owner latest cost estimate.
* Completion of the project in readiness for beginning of the academic year 2022. The current programme appended to the Pre-construction Services Agreement PCSA (yet to be approved) identifies an overall completion date of September 2022.
* Carbon neutral technology will need to be considered during design and construction stages to ensure environmental impacts of delivering and operating the building where feasible.
* Land analysis: Several main sewers and services were found to be running across the site; therefore, the development on this part of land was not seen as feasible, however the land would still be able to be used for social & recreational space and additional parking.
* Overall traffic generation, impact, and amelioration. Liaison with the Highway Authority is required.
* Construction Management Plan. The site will also be used by pupils and staff for much of the year it will take to complete the school building extension, and other on-site works, unlike most construction sites that do not have others accessing the site.
* The project has not yet obtained or made any application for Planning Permission.
* The delivery programme has been prepared, which is built on assumptions that require further professional team and key stakeholder input, interrogation, and testing. Conclusion of the PCSA as a pre cursor to progressing Stage 3 design and beyond has been delayed significantly beyond originally intended and this has increased the risk of the project not being ready for the academic year 2024.
* The site and land are under Client’s name and Landlord consent is not required. The site is constrained, including but not limited to:
* Topography Risk
* Profile of the Ground
* Establishment and/or Diversion of Utility Services

The above constraints require to be carefully managed with respective stakeholders and incorporated into the programme developed for delivery. A detailed timeframe for the delivery of the project to be tested once the Principal Contractor is fully engaged.

**2. Project Brief and Objectives**

2.1 Project Objectives & Outcomes

Project objectives are used to reinforce the Project Board’s vision and to identify the essential driving forces behind the aesthetic, functional and operational aspects of a project. With project outcomes, they provide the benchmark by which a project is tested, and its success measured.

The key objectives and overall project’s aspirations are:

* Create ownership of and pride in the school, including the buildings and site.
* Advantages of a big school with the feel of a small school.
* Dedicated educational facilities.
* Providing an exceptional educational and extra-curricular experience.
* Collaboration with other schools, create local primary school interests, to create space they can potentially use.
* Be at the heart of the Community: Community use of site; Partnership with local organisations for mutual benefit.
* Becoming a ‘green’ school.
* Continuation of being financially robust.
* Being ready for the future (space and ICT provision).

Extracted from “*Doc ref*”. Refer to Appendix G.

2.2 Success Criteria

The success criteria for this capital project are:

* The project is delivered within budget parameters set.
* Planning conditions are met including environment, Health and Safety considerations and any associated reinstatement conditions.
* The sites meet the volume targets (minimum requirement), with a view to maximising throughput and operational efficiency of the site.
* Satisfying the requirements of the implementation of an Operating Capacity.

3. Project Governance

**3.1 Project Governance**

The governance structure determines how the client decides upon its requirements, approves funding and control progress of the project. A robust governance structure is essential to ensure that delegated authority and accountability are unambiguous.

Governance of Client’s name is demonstrated within the the Code of Corporate Governance. The approvals and general project governance of the project is via Erica Morgan of Client’s name who reports back and acts as a representative of other key stakeholders at Client’s name.

The Consultancy name (doc owner) gateways are part of this governance process and are prescribed within Consultancy (doc owner’s) Governance Policies.

**4. Project Team**

4.1 Project Team

The project involves several stakeholders and various parties. The main purpose of identifying those parties is to ensure that there are no duplications or gaps. All parties should endeavour to ensure the continuity of personnel for the duration of the project. The Project Directory is included in Appendix C.

**4.2** **Project Team Structure – Organogram**

The project requires a formalised project management structure to facilitate a successful programme of work. Consequently, the proposed structure below acknowledges key parties and stakeholders identified to date together with the summary of roles and responsibilities.

Insert Organogram here

4.3 Roles & Responsibilities Matrix

The following table illustrates the roles and responsibilities of the key stakeholders involved in delivery of this project:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task / Activity / Role | Client’s Name | School name | Consultancy  name | Contractor’s  name | Architect’s  name |
| Employer / Client | x | x |  |  |  |
| Site Arrangements | x | x |  |  |  |
| Project Management |  |  | x |  |  |
| Cost Management |  |  | x |  |  |
| Design Specification |  |  |  | x | To RIBA 2 |
| Principal Designer |  |  | ~~x~~ | x | To RIBA 2 |
| Client Health & Safety Advisor | TBC |  |  |  |  |
| Procurement | x |  | x |  |  |
| Contract Documents | x |  | x |  |  |
| Construction |  |  |  | x |  |
| Management & Implementation | x | x | x | x |  |
| Change Control | x |  | x |  |  |
| Contract Administration |  |  | x |  |  |
| Building Control Interface |  |  |  | x |  |
| Operation & Maintenance Manuals |  |  |  | x | x |
| Facilities Management |  | x |  |  |  |

**5. Communication**

5.1 Communication

The delivery of this project of will require regular communication between Client’s name, Contractors name - the Principal Contractor, Consultancy name (doc owner), and other supply chain delivery partners as appropriate to ensure that we are working collaboratively to realise the programme objectives and outcomes.

It is neither possible nor desirable to identify all the communication that may take place. At the same time managing communication is important because the programme has public visibility. This mean that all messages and communication approaches need to be carefully agreed so that sensitivities are catered for.

The communication strategy is as follows:

5.1.1 E-mail

Wherever possible, E-mail should be used for communicating information. General project correspondence can be included within the email, however contractual or commercially sensitive issues are to be communicated under cover of a letter with the E-mail acting only as a mode of transport to deliver the correspondence. Electronic signatures must accompany the e-mailed correspondence.

5.1.2 Verbal Communications

Project critical verbal communications, whether in person or by telephone shall be recorded in writing and any salient matters, decisions etc. communicated to the project team members in accordance with above. ‘Project Critical’ to mean communications which have Time, Cost and Quality implications.

All telephone/ verbal communication that can be considered as potential contractual significance to be recorded on a file note and filed (i.e. site diary).

All drawings, reports and other correspondence, except letters, shall be distributed via project via contractor’s collaboration software.

5.2 Schedule of Meetings

The table illustrates the schedule of meetings required to take place during the pre- and post-contract stages.

|  |  |
| --- | --- |
| Meeting | Frequency |
| Project Board | Monthly (TBA) |
| Design | Fortnightly (as required) |
| Risk Workshop | Bi-Monthly |
| Contractor (D&B) Progress | Monthly |
| Stakeholder | Monthly (TBA) |
| Client / PM / Commercial | Monthly (TBA) |

5.3 Project Reporting

5.3.1 Monthly Reports

A monthly project report will be produced by the Consultancy name (doc owner) Lead Project Manager. Subject to agreement with Client’s name the reports will include the following:

* Executive Summary
* Progress against programme milestones
* Commercial and Change Control updates
* Activities in previous reporting period
* Planned activities in current reporting period
* Updated risk/issues report
* Updated actions logs
* Decisions required

These monthly reports will be based on the Contractor’s progress reports, including, risks, programme and decision required logs provided by the Contractor 7 days prior to Consultancy name (doc owner) monthly reporting.

5.3.2 Cost Reporting

Commercial reports will be required on a regular basis prepared by Consultancy name (doc owner) Commercial Management Team.

5.3.3 Client Assurance Reporting

Consultancy name (doc owner) will work with conjunction with Client’s name to support activity where appropriate and within the scope of the Consultancy name (doc owner) appointment for school name expansion.

**6. Information Management**

**6.1 Document and Record Management**

All project documentation, including contract documentation, drawings, specifications, meeting minutes, test data, blank forms, workshop outputs, directories, programmes etc. Levels of access will be agreed with Client’s name to allow either full access or restricted access to specific areas.

**6.1.1 Correspondence**

All contractual information shall be in writing and shall be addressed to for the attention of the identified “Primary Contact Person” within each organisation as identified in the Project Directory and clearly indicate the distribution that has taken place. Sub-titles identifying the correspondence subject should be used ad appropriate.

It is to be agreed that Client’s name have setup a SharePoint access for the Project Team to share agreed project information.

A folder structurecan be established on the SharePoint named “Consultancy name (doc owner) Only”. Subfolders will be set up for the following information:

* Reports
* Action Tracker
* Minutes
* Risk

Consultancy name (doc owner) project managers will upload information in PDF format unless otherwise specified or agreed. Documents will be uploaded at regular intervals to allow stakeholders to review information.

**6.1.2 Project Directory**

A Project Directory is produced and will be updated as necessary. The document to be stored at Consultancy name (doc owner) X drive and include details of companies and team members involved on the project. Refer to Appendix C.

6.2 Information Management:

* + 1. **Drawing Format** Contractor’s name to confirm

**6.2.2** **Checking**

All drawings for contract or construction purposes are to be checked by a senior person of the appropriate discipline and shall be signed as checked and marked with the relevant approval.

* + 1. **Issue of Drawings –** Architect’s name to confirm Contractor’s name

**6.2.4 Drawing Register**

Each discipline must maintain its own drawing register containing the following details of all drawings produced:

* Drawing Number
* Drawing Title
* Scale
* Size
* Status of Issue
* Current Revision
* Date of Issue
* Distribution

**7. Project Management**

7.1 Project Management

The Association of Project Management (APM) define project management as *“the application of processes, methods, knowledge, skills and experience to achieve the project objectives”*.

A project is a unique, transient endeavour, undertaken to achieve planned objectives, which could be defined in terms of outputs, outcomes, or benefits. A project is usually deemed to be a success if it achieves the objectives according to their acceptance criteria, within an agreed timescale and budget.

Responsibility for these components lie with a project sponsor and a project manager. The project sponsor is accountable for achievement of the business case and providing senior-level commitment to the project.

The project manager is responsible for day-to-day management of the project and must be competent in managing the six aspects of a project, i.e., scope, schedule, finance, risk, quality, and resources. Well-developed interpersonal skills such as leadership, communication and conflict management are also vitally important.

Consultancy name (doc owner) will allocate resource to projects that fulfil this requirement and those who are familiar with this project delivery model with the key elements: scope, time, finance, risk, quality, and resource.

Project management will be undertaken in accordance with this project execution plan and any agreed project management plan.

7.2 Stakeholder Engagement

Stakeholder management is a critical activity in setting up and implementing a project. The Client’s name project has multiple stakeholders and managing their input into the project is vital if it is to be successful. This involves identification and analysis to understand their needs and influence, and the level of communication required.

The objectives of stakeholder management are to:

* Identify stakeholders and understanding their needs and influence on project decisions.
* Ensure that key decisions and changes are communicated in a timely and effective manner.
* Obtain feedback on stakeholder concerns and taking action to address them.

Client’s name will support Consultancy name (doc owner in identifying and managing stakeholders. Given the organisational structure within Client’s name together with external bodies and other council departments there are numerous stakeholders all of whom have an important part to play in project delivery. Consequently, Client’s name and Consultancy name (doc owner) should collaborate to:

* Identify stakeholders
* Map stakeholder interests and influences to establish an appropriate management and communication strategy
* Develop a stakeholder engagement strategy that describes what will be communicated, how, to whom and when.
* Implement the stakeholder engagement strategy
* Review and update the stakeholder engagement strategy as the project develops

7.3 Requests for Information

The Consultancy name (doc owner) Project Management Team will administer a request for information procedure by acting as the intermediary between Consultancy name (doc owner) and the Client’s name team. All requests for information will be channelled through a Consultancy name (doc owner) representative who will implement the process and act as the intermediary to collect and exchange information.

Each request will then be logged on the Consultancy name (doc owner) Tracker Schedule which will be stored on Client’s name SharePoint and used as a live document.

Regular meetings will be established between stakeholders to review the RFI tracker.

Client’s name and stakeholders will adopt the following process for RFIs:

* Issue initial RFI to Consultancy name (doc owner) Project Team via email.
* RFI should include following details:
  + Name / subject heading
  + Explanation and details of info request
  + Name / stakeholder to respond
  + Date requiring response

Designers are required to keep their own record or schedule of information requests and should not rely on the Consultancy name (doc owner) process.

7.4 Change Control

The Consultancy name (doc owner) Project Management Team will administer a pre-contract change control process.

Once a change has been requested, the Consultancy name (doc owner) Project Team will complete a change control form. The form will be completed by a Consultancy name (doc owner) representative with the assistance from all required stakeholders and presented at the change control board for discussion. Consultancy name (doc owner) will track any changes on a document tracker. The tracker will be kept on Client’s name SharePoint and used as a live document.

Post contract change control will be covered as a variation in accordance with contract.

7.5 Decision Log

The Consultancy name (doc owner) Project Management Team will maintain decision logs as part of their project management toolkit which will record the following:

* Date the decision was made
* Details of the decision
* Who made the decision?
* Status of the decision
* Resulting actions

7.6 Project Delivery Team Meeting Protocol

Project delivery team meetings will be organised and chaired by the Consultancy name (doc owner) Project Manager who will undertake the following:

* Prepare meeting agendas and discussion points.
* Take meeting notes and log action points (to be circulated after each meeting).
* Document key decisions.
* Develop the site-specific Risk Register (with the project delivery team members).
* Follow up on open actions.
* Arrange the date and time for the next meeting.
* Act as a central point of contact for the project delivery team.

**8. Programme Delivery**

8.1 Programme for Delivery

Included within Appendix B of the delivery programme. The programme provides a schedule of the main activities and milestones to the meet the objectives of the client and end users based upon the information available at the time of writing. A revision of the programme will be undertaken upon the receipt of further information and engagement is authorised by Client’s name to engage with the appointed subconsultants in respect of the planning and construction phases.

The project team is required to adhere to this programme and commit resources as necessary to achieve the required dates. Any delay to the programme must be communicated to the project management lead with sufficient detail to justify any change in dates.

Any revisions to the master programmes will require to be formally agreed with the client.

8.2 Progress Updates

The delivery programme will be reviewed on a weekly basis during the pre-contract period and reported against in the Project Delivery Team meetings.

**9. Cost Management**

**9.1 Cost Management**

Throughout the project delivery process, it is essential that both cost planning (pre-contract) and cost reporting (post contract) is clear, concise, and issued in a timely manner to inform decision making. Provide below indicative narrative of cost management activity to be undertaken by Consultancy name (doc owner) and will take place during the project development process.

The process to be adopted will be based on Consultancy name (doc owner) experience, using the same Cost Report template that has been used and refined in conjunction with Client’s name. Circulation will be to the Client’s name teams. When required, Consultancy name (doc owner) will work closely with Client’s name on the production of cash flows to aid forecasting.

**9.2 Detailed Design**

At detailed design stage costs produced by the Principal Contractor will be reviewed and validated by the Consultancy name (doc owner) Cost Management team, flagging any concerns which arise.

**9.3 Procurement**

Consultancy name (doc owner) will assist Client’s name to review, analyse and interrogate costs presented by the Contractor. Commentary will be provided in the form of a tender report as to whether the costs presented appear reasonable and value for money or otherwise.

Consultancy name (doc owner) will oversee the production of Contract Documents to ensure contract documents are sufficiently robust. Consultancy name (doc owner) will work with Client’s name legal representatives and the Main Contractor to close out any contractual matters that arise.

**9.4 Cost Reports**

Throughout delivery, monthly (unless an alternative frequency is agreed) cost reports will be prepared and issued electronically (via email) to Client’s name unless otherwise instructed. The Cost Management report will provide commentary on the following items:

* Monthly valuations
* Monthly financial reports
* Variations

The overall financial position will be reported against the project budget set by Treasury in the approved Business Case and any potential breach of the budget notified at the earliest opportunity.

**9.5 Contract Variations and Instructions**

Consultancy name (doc owner) will review any costs presented by the contractor associated with contract variations and instructions. Commentary will be provided to Client’s name as to whether the costs presented appear reasonable and value for money or otherwise.

**9.6 Handover & Final Account**

Consultancy name (doc owner) will review the final account and validate it, ensuring costs are supported by the appropriate substantiation.

The project teams are to use the standards documents templates unless agreed otherwise. Where documents or any relevant records are managed through the SharePoint, these will be maintained within the defined structure established by Consultancy name (doc owner).

**10. Risk Management**

**10.1 Risk Management**

All project team members are required to actively participate in the identification, assessment, and management risks.

The Project Management team will maintain the live programme risk register, formally updating it regularly and issued in addition to the Project Manager’s report. The register will be populated with input from the whole team to highlight the potential risks throughout the programme. Mitigation measures will be identified and logged with the associated risks.

**10.2 Risk Register**

The risk register will be maintained by the project team for the school’s name project.

Initial risk workshops have been attended by stakeholders and the project level risk register has been prepared.

Consultancy name (doc owner) to Chair the workshop and record risks into the Risk Register. The Risk Register is reviewed at subsequent review meetings / workshops as required which will be utilised as a key management tool. Refer to Appendix D for latest version of the Risk Register.

A live version of the Risk Register will be uploaded onto SharePoint in the Consultancy name (doc owner) Project Folder. A key representative from all key stakeholders will be given editing rights to the folder to maintain control over the document. New users requiring editing rights will require approval by stakeholders which will be discussed and agreed.

**11. Change Control**

**11.1 The change control procedure**

The change control procedure to be administered in partnership between the Lead Project Manager and the Cost Manager with the final sig off from Client’s name and the instruction by the Lead Project Manager. These are:

* Early warning notification
* Notice of compensation event
* Request for instruction
* Change request
* Outgoing instruction
* Confirmation of instruction, including verbal instruction

Prior to undertaking any change in design or scope, the Client will be advised on cost and time implications where practicable before works are carried out.

**12. Health & Safety**

**12.1 Construction (Design and Management) Regulations (CDM)**

Client’s name have appointed Contractor’s name to undertake the Principal Designer Role as required under the Construction (Design and Management) regulations 2015. Contractor’s name will at their discretion appoint a Principal Designer Advisor to assist them undertaking these duties. - Development of the Construction Phase Plan in a manner that incorporates best industry safety practices.

Where there is more than one contractor working on a construction project at any time, the client must appoint in writing, as soon as is practicable:

1. A Principal Designer: and
2. A Principal Contractor

If an appointment is not made, the client must fulfil the duties required of the relevant roles.

The Principal Designer will assess competency of the members if the team and produce and Initial PCI document. Additionally, the contractor is required to:

* Assess the competency of appointed Sub-contractors and related resources.
* Develop and update Health and safety Plan during the Construction Phase.
* Coordinate all Sub-contractors’ activities, making sure that these are compliant with the health and Safety Plan and Health & safety legislation.
* Advise Sub-contractors on potential residual risks from the design process.
* Ensure site security.
* Undertake duties in respect of provision of information, consultation with others involved in the projects and training as required.

**12.2 Pre-construction Information – (PCI)**

The PCI complied and issued by the Principal Designer will be developed and incorporated by the contractor into their construction phase health and safety plan with information provided by the designers, client, sub-contractors’ Risk Assessments and sub-constructors Method Statements that outline their procedures for management and mitigation of health and safety risks.

**13. Design Management**

13.1 Design Management Procedure

Architects name have been appointed by Client’s name to fulfil the role of lead designer up to RIBA stage 2 and thereafter Contractor’s name as part of their D&B Framework PCSA and will be responsible for managing the balance design process in strict accordance with the requirements of Client’s name.

Design Management is the application of project teams during the design phases of a project to assure that the design is optimised, fully meets the brief, and is advanced to support the achievements of the overall project schedule.

The Design Team will incorporate the clients design requirements / standards as appropriate for the infrastructure development.

13.2 Design Programme

Development of the design will be managed to enable compliance with the detailed programme requirements. The Lead Designer is required to develop a detailed programme for the execution of the design process. The programme should be updated regularly and shown planned against actual progress. The design programme should refer and provide for Client sign-off / approval and where key decisions are made (e.g., Special Development Order).

**13.3 Design Standards**

The Design Team will incorporate the clients design requirements / standards as appropriate for the programme of works as per DfE Output Specification – General Design Brief and DfE Output Specification Technical Annexes (refer to Appendix E).

Where there is conflict between DfE and Client’s name requirements, Client’s name requirements will take precedence.

13.4 Requests for Information

During the design stages, all requests for information (RFI) by the design team will be issued to the Consultancy name (doc owner) Lead Project Manager. The RFI will be assigned a number and recorded on a tracking register. The Consultancy name (doc owner) Lead Project Manager will be responsible for obtaining responses, logging these on the register and distributing to the team.

RFIs and responses will be tracked at the progress meetings and estimated response dates for all outstanding RFIs will be presented at each meeting.

**14. Commercial & Procurement**

14.1 Commercial & Procurement

The management of procurement on the project will be undertaken in accordance with Client’s name procurement procedures.

The procurement route for the main contractor is two- Design and Build. The main design and build contactor (Contractor’s name) are to be appointed through a direct call-off from the Scape Framework (pre- and post-contract).

A Pre-Construction Service Agreement (PCSA) will be agreed with the Contractor to carry all Stage 2,3 4 RIBA Stages, as well as Planning application (and approval) and will provide a cost proposal to move the Contract into Construction. At date of this report Contractor’s name have prepared a final draft of a PCSA for agreement by Client’s name

Subject to agreement between the parties, following completion of design, obtaining of planning permission and an agreement on Contract value, programme and terms, Contractor’s name would then be appointed to deliver the construction phase of the project on a NEC 4 form of Contract.

**14.2 The procurement strategy on which this cost plan is based is:**

1. The Contract Strategy for the main construction works being based on a single stage design and build contract utilising the SCAPE framework.
2. Assumed Sectional completion in respect of the main building contract.
3. The tender price/contract sum is obtained through competitive tendering of trade packages as per SCAPE requirements.
4. The use of the NEC 4 standard form of contract with no significant amendments.
5. Liquidated/Delay damages being set at levels that are commercially acceptable to the main contractor

**14.3 Compensation Events**

There are compensation events included within the project and these are:

1. Further information beyond the planning permission(s) to validate or determine the planning application.
2. The Client requires substantial changes to the project designs as a direct result of information received by the Consultant, after the end of RIBA Stage 2.
3. Further investigations required to the watercourse culvert depth / level and location and associated easements.
4. Costs of any licences required for working within water course and water pipeline easement areas.
5. Environment agency not accepting design justifications in the FRA report if the condition for the proposed building units are not set at 600mm above the 100 year with climate change flood levels.
6. Delay caused by late information provided by the Client associated with the refurbishment within the existing school, and preparatory works and highways works (including those to the car park / external works areas to the main school building).
7. The *Scope* includes Provisional Allowances for direct fees incurred for the other items: A-J. Please refer to PSCA agreement for details.
8. Where the Contractor properly submits the Planning application in accordance with the Accepted Programme and the planning authority takes longer than the period shown on the Accepted Programme to respond to the request for approval of such matters, then the period taken by the planning authority for approval of such design, over and above the period shown on the Accepted Programme, shall be a compensation event, provided that the Contractor shall use all reasonable endeavours to respond in a timely manner to any queries or clarifications in relation to such submission.
9. Car park scope.

**15. Surveys and Statutory Permissions**

15.1 Surveys & Activity Schedule

The following surveys have been undertaken, are in progress, or will be undertaken under the PSCA:

* Topography – commissioned by Architect’s name for Client’s name – completed.
* Site Investigation – commissioned by Contractor’s name for School name – completer.
* Utilities subscan – commissioned by Architect’s name for Client’s name – completed.
* Drainage CCTV - commissioned by Architect’s name for Client’s name – completed.
* Measured Building Survey including external façade scan – commissioned by Architect’s name for Client’s name – completed.
* Matterport scan - commissioned by Architect’s name for Client’s name – completed.
* Transport Assessment (including school travel plan update) – commissioned by Architect’s name for Contractor’s name with input from Contractor’s name – ongoing.
* Noise Survey – to be undertaken as part of acoustic consultant’s duties during Stages 3 and 4.
* Preliminary Ecological Assessment - commissioned by Architect’s name for Client’s name – completed.
* Tree Survey - commissioned by Architect’s name for Client’s name – completed.
* Flood Risk Assessment – to be undertaken under PCSA.
* Flood Risk EA Pre App - commissioned by Contractor’s name for School name – completed.
* Biodiversity Enhancement Plan - commissioned by Architect’s name for Client’s name – completed.
* Structural Condition Survey - provisional allowance, to be undertaken by the Structural Engineer during Stages 3 and 4.
* Building Condition Survey - provisional allowance, to be undertaken by Building Services Engineer during Stages 3 and 4.
* Biodiversity Net Gain Assessment – commissioned by Architect’s name for Client’s name – completed.
* Asbestos – this will be undertaken during the PCSA period.

An activity schedule for the Pre-Construction Services Agreement, which includes the values of all professional

services and surveys known at this time to deliver the scope of services has been included. In additional to

provisional allowances identified above this includes the following provisional allowances for:

* Whole Life Cost Assessment
* Air Tightness Consultants
* Temporary Works Engineer
* Specialist Furniture Design
* Ecologist
* Planning Application Fees
* Service Trial Pits

15.2 Planning

Pre-Application Enquiry – Proposed Phase 3 School Expansion to Provide 200 Additional Pupil Places at

city name High School dated 10.10.2020. The project has not been submitted yet for planning

approval.

15.3 Building Control and Statutory Approvals

Client’s name will secure all regulatory approvals as required for construction to commence, including Building Regulations approval, and Fire Officers approvals and any pre-commencement planning conditions (if agreed with the Client’s name these should be undertaken as part of this contract under a compensation event). Contractor’s name shall use the DDD Building Control, in this instance ABC working in conjunction with Local authority name and Community Services, to obtain advice and approvals. Building Regulation Registration application have been submitted for the main works and is dated 10.05.2020.

15.4 Construction Strategy

The design team will develop the client requirements in accordance with current applicable space standards, British Standards, Building Regulations, and all relevant statutory regulations.

**15.5 Landlord’s Consent**

We understand that Client’s name has land ownership of an existing site.

**15.6 Third Party Approvals**

Where any third-party approvals / consent / permission or other are required, these should be brought to the attention of the ABC City Council and Consultancy (doc’s owner) Lead Project Manager at the earliest convenience.

Where a requirement is identified for a third-party approval, this should be addressed at the earliest opportunity to avoid any unnecessary delay within the project delivery process, particularly, where legal input is required.

**16. Handover Management**

**16.1 Commissioning and Handover**

Handover will occur at the end of any sectional completion and / or the construction phase following completion of the works and resolution of all outstanding issues.

A handover management plan will be agreed with Client’s name in conjunction with the principal designer and client health and safety advisor.

The project team will expect the Principal Contractor(s) to provide a complete, minimal defects, operational site that is safe to occupy on practical completion.

It is the responsibility of the contractor to identify and clear any snags before offering the site to the client team for inspection where they will accept / not accept the snag.

Once practical completion is certified the site is handed over to the client and will be subject to the defect liability period identified in the building contract.

**16.2 Testing and Commissioning**

Prior to completion of the works, Contractors will be required to complete a thorough testing and commissioning procedure in line with requirements specified in contract documentation.

**16.3 Health and Safety File**

The Health and Safety File will be prepared by the Principal Contractor and checked / authorised by the Principal Designer, prior to delivery to the Client. The file will contain statutory requirements that detail issues related to the construction, operation, maintenance, future adaptation, and eventual demolition of the facility to ensure safety. This will include certification of compliance with standards and regulations, including test certification.

**16.4 As Built Drawings and O&M Manuals**

At completion, as built drawings and operational and maintenance manuals will be provided to the Client.

**Appendices**

Appendix A Drawings Arrangement

Appendix B Project Delivery Programme

Appendix C Project Directory

Appendix D Risk Register

Appendix E Scope of Work

Appendix F Cost Plan Report

Appendix G Project Objectives & Outcomes