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| **Project Execution Plan - Executive Summary** |
| **Project Identity** |
| Project Title | «Project\_Title» | Unique Project Reference | «Unique\_Project\_Ref» |
| School  | «School» | Building | «Building» |
| Faculty | «Faculty» | Rooms | «Floors\_\_Rooms» |
| Division | «Division» | Confidential | «Confidentiality» |
| UCL Project Officer | «UCL\_Project\_Officer\_UPO» | Type | «Project\_Type» |
| Academic Lead/Sponsor | «Academic\_LeadSponsor» | Programme Alignment | «Programme\_Alignment» |
| Estates Strategy Manager | «Estates\_Strategy\_Manager» | SMP funding |  «SMP\_funding» |
| Project Manager | «Project\_Manager» | Funding source | «Funding\_source» |
| Priority | «Priority» | Funding confirmed | «Funding\_confirmed» |
| Pre-approval finance code |  | Safety Risk2 | «Safety\_Risk» |
| Task Code |  | Asbestos Risk3 | «Asbestos\_Risk» |
| Approved Budget |  | Project Category | «Project\_Category» |
| Purchase order code |  | Notifiable project |  |
| Environmental methodology |  | Environment1 |  |
| **Project Summary** |
| «Project\_Summary» |
| **Project Objective(s) & Strategic Fit** |
| «Project\_Objectives\_\_Strategic\_Fit» |
| **Scope** |
| «Scope» |
| **Key Milestones** |
| **Stage Gate Dates:** | **Key deliverables:**«Key\_deliverables» |
| **1** | **«Project\_Start\_\_Stage\_1»** |
| **2** | **«Funding\_approved\_\_Stage\_2»** |
| **3** | **«Detailed\_Design\_approved\_\_Stage\_3»** |
| **4** | **«Contract\_Award\_\_Stage\_4»** |
| **5** | **«Construction\_Start\_\_Stage\_5A»** |
| **6** | **«Construction\_Completion\_\_Stage\_5B»** |
| **6** | **«Occupation\_Date\_\_Stage\_6»** |
| **6** | **«End\_Defects\_Liability\_Period\_\_Stage\_6»** |
| **7** | **«Project\_Close\_\_Stage\_7»** |
| **Financials** |
| «Financials» |
| **Key Risks** |
| Risk Category | Risk description | Mitigating Actions  | RAG |
| «Risk\_1\_\_Risk\_Category» | «Risk\_1\_\_Risk\_Description» | «Risk\_1\_\_Mitigating\_Actions» | «Risk\_1\_\_RAG» |
| «Risk\_2\_\_Risk\_Category» | «Risk\_2\_\_Risk\_Description» | «Risk\_2\_\_Mitigating\_Actions» | «Risk\_2\_\_RAG» |
| «Risk\_3\_\_Risk\_Category» | «Risk\_3\_\_Risk\_Description» | «Risk\_3\_\_Mitigating\_Actions» | «Risk\_3\_\_RAG» |
| **Interdependencies and Interfaces** |
|  «Interdependencies\_and\_Interfaces» |

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| **Project Execution Plan – Project Strategy** |
| **Design Strategy** |
| <Provide details of design (if applicable) including:* Key design / scope development deliverables and milestones
* Control of changes to design and priority requirements
* Arrangements for stakeholder review of design / specification
* Coordination responsibilities
* Planning permissions
* Evaluation and approval>
 |
| **Procurement Strategy** |
| <Provide details of procurement including:* Procurement strategy – e.g., tendering or quotations
* Application of framework agreements
* Procurement of works not covered by framework agreements
* Design and build or convention construction?
* Any enabling works required and associated procurement strategy>
* Identify any long lead items>
 |
| **Mobilisation Strategy** |
| * <Site logistics>
* <Permits, site security, safety, fire>
* <facilities>
 |
| **Construction/Implementation Strategy** |
| <Provide details of construction/implementation> |
| **Commissioning, Operation and Maintenance and Handover** |
| <Provide details of any specific technical standards not covered in the brief such as:* User commissioning and acceptance testing
* Handover procedures/meeting, soft landings
* Format of as built or other permanent record drawings/documents
* Plant and equipment numbering system compatible with the asset register
* Requirements relating to the operating and maintenance instructions for plant and equipment.
* Building use guide
* Training for users/operators>
 |
| **Safety** |
| <Details of safety strategy >Append Project Planning stage health and Safety checklist |
| **Environment** |
| <Details of environment strategy> |
| **Inclusive Design** |
| <Details of inclusive design strategy> |
| **Programme Interface** |
| Complete the and provide the following checklists (project locations are indicated on the monthly work maps):* Communication Requirements Checklist
* <Facilities Requirements Checklist to be completed by Central Campus Project only>
* Fire Safety Requirements Checklist
* <Logistic Requirements Checklist to be completed by Central Campus Project only>
* <Pedestrian and Traffic Flows Requirements Checklist to be completed by Central Campus Project only>
* Project Interface Requirements Checklist
 |
| **Project Execution Plan – Project Controls** |
| **Governance & Meetings** |
| <Detail the decision making process such as project boards, approvals, change controls, variations, etc> <Detail meetings including objectives, frequency and attendance> |
| **Project Programmes** |
| * Work element breakdown to define scope and resources, scope and resources, programme analysis, integration of programmed work elements and task responsibilities
* Append MS Project Plan
* Append Contractor’s Construction Programme
 |
| **Cost Management** |
| * Cost planning
* Management of allowances including design development allowance and construction efficiency allowance>
* Append cost plan and financial tracker
 |
| **Risk Management** |
| * Define risk management approach
* Append risk log
 |
| **Change Management** |
| * Initiation of change requests
* Preparation of change proposals
* Approval of changes
* Registering of project changes
 |
| **Quality Control** |
| * Definition of standards
* Quality management
* Site controls and inspections
* Defects rectification
 |
| **Progress Reporting**  |
| Identify required progress reports to * PSO
* Stakeholders
 |
| **Stakeholder Engagement & Comms** |
| Produce stakeholder engagement strategy including:* Neighbour liaison
* Stakeholder consultation
* Stakeholder communication (e.g., disruptive works)
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| **Project Execution Plan – Approval**  |
| **UCL Project Officer Details** |
| Name | Signature: |
| Telephone  | Date: |
| **Required Approvals** | **Name** | **Date** |
| Project Sponsor/Academic Lead |  |  |
| Project Board (if applicable) |  |  |
| Estates Head of Department |  |  |
| Portfolio Services Office |  |  |