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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 |  |  |