**AGENDA**

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| **Meeting Name:** | **Stage Gate 5a Review** | |
| **Meeting Place:** |  | |
| **Date:** |  | |
| **Invitees:** |  |  |
| **Chair-** |  |  |
| Sponsor - |  |  |
| Director of Estates Develop’t | Kevin Argent | [k.argent@ucl.ac.uk](mailto:k.argent@ucl.ac.uk) |
| UCL Project Officer - | TBC *– Project Specific* |  |
| External Project Manager- | TBC *– Project Specific* |  |
| Portfolio Services - | TBC *– Project Specific* | [portfolioservices@ucl.ac.uk](mailto:portfolioservices@ucl.ac.uk) |
| Estates Strategy - | TBC *– Project Specific* |  |
| ED/MP Assistant Director - | TBC *– Project Specific* |  |
| Project Mobilisation - | David Stevens | [david.stevens@ucl.ac.uk](mailto:david.stevens@ucl.ac.uk) |
| Head of Facilities - | Lesley May | [lesley.may@ucl.ac.uk](mailto:lesley.may@ucl.ac.uk) |
| Soft Services Manager - | Ian Wright | [i.wright@ucl.ac.uk](mailto:i.wright@ucl.ac.uk) |
| Security Manager - | Mark West | [mb.west@ucl.ac.uk](mailto:mb.west@ucl.ac.uk) |
| Area Facilities Manager - | *TBC - Building Specific* | [estates.fi-afm@ucl.ac.uk](mailto:estates.fi-afm@ucl.ac.uk) |
| Head of EM&I - | Martin Earlam | [m.earlam@ucl.ac.uk](mailto:m.earlam@ucl.ac.uk) |
| Maintenance Management - | Mark Lawrence | [mark.lawrence@ucl.ac.uk](mailto:mark.lawrence@ucl.ac.uk) |
| Maintenance Operations - | Gavin Hughes | [gavin.hughes@ucl.ac.uk](mailto:gavin.hughes@ucl.ac.uk) |
| Fabric Maintenance - | Jason Grady (David Jackson) | [j.grady@ucl.ac.uk](mailto:j.grady@ucl.ac.uk) |
| Sustainability - | Ben Stubbs | [b.stubbs@ucl.ac.uk](mailto:b.stubbs@ucl.ac.uk) |
| Safety Services (Construct) | Richard Lakos | [safety@ucl.ac.uk](mailto:safety@ucl.ac.uk) |
| Safety Servicers (Fire) | Simon Cooke | [fire@ucl.ac.uk](mailto:fire@ucl.ac.uk) |
| ISD | Tony Croudass | [isd.estatesprojects@ucl.ac.uk](mailto:isd.estatesprojects@ucl.ac.uk) |
| Estates Finance | Gary Brown | [g.brown@ucl.ac.uk](mailto:g.brown@ucl.ac.uk) |
| *Others – Project Specific* | *Others – Project Specific* |  |
|  |  |  |
| **For Information:** |  |  |
| Property | Nick Ayres | [n.ayres@ucl.ac.uk](mailto:n.ayres@ucl.ac.uk) |
| Electrical Technical Lead | Chris Marshall | [christopher.marshall@ucl.ac.uk](mailto:christopher.marshall@ucl.ac.uk) |
| Mechanical Technical Lead | Ian Elmer |  |
| Transition Engineering Mgr | Hayden Velinor | [h.velinor@ucl.ac.uk](mailto:h.velinor@ucl.ac.uk) |
| Security Systems | Mike Dawe | [estates.securityprojects@ucl.ac.uk](mailto:estates.securityprojects@ucl.ac.uk) |
| Asbestos Manager | Tara Kelly | [estates.asbestos@ucl.ac.uk](mailto:estates.asbestos@ucl.ac.uk) |
| Estates Communications | Alex Perry | [a.perry@ucl.ac.uk](mailto:a.perry@ucl.ac.uk) |
| Room Bookings / Events | David Everett (Michael Clarke) | [d.everett@ucl.ac.uk](mailto:d.everett@ucl.ac.uk) |
| Space, Decants & Moves | Jane Arthurs | [j.arthurs@ucl.ac.uk](mailto:j.arthurs@ucl.ac.uk) |
| Projects H&S Mgr | TBC – *To be appointed* |  |
| Projects Clerk of Works | TBC – *To be appointed* |  |
| Logistics and Mail Services | Steve Shine | [s.shine@ucl.ac.uk](mailto:s.shine@ucl.ac.uk) |
| O&M’s & Asset Mgment | Simon Lockhart | [estates.FI-BAU@ucl.ac.uk](mailto:estates.FI-BAU@ucl.ac.uk) |
| Customer Services Centre | Heena Varsani | [efdservices@ucl.ac.uk](mailto:efdservices@ucl.ac.uk) |
| CAD Manager | Stephanos Stephanides | [s.stephanides@ucl.ac.uk](mailto:s.stephanides@ucl.ac.uk) |
| *Others – Project Specific* | *Inc User Operations Teams* |  |

Note: Not all the above attendees will be required in each project / instance; however they should always be informed that the project has reached this stage, be included on the SG5a report and be advised of the meeting. Ensure that the meeting invite for those informed is clearly ‘optional’ and that their attendance is not required.

Meeting Objective: SG5 Handover – to confirm that the project deliverables have been implemented according to the brief and are ready for operational service/occupation. The below headings are a *guide* and should be tailored to each project.

*The external Project Manager should produce a presentation / report to cover the below headings;*

**Part 1: Handover Planning and Coordination (45 mins)**

1. Introductions (Chair)
2. Project Overview (UPO)
3. Handover planning (Project Manager):
   1. Stage gate documentation review (PSO to advise prior to meeting)
   2. Practical completion – outstanding works
   3. Handover Programme
   4. Handover for maintenance (and first 12 months maintenance)
   5. Handover for occupation – including defects reporting procedure
   6. Seasonal commissioning plan
   7. Completion Records O&Ms/H&S File/CAD drawings
   8. Post Occupancy Review / Post Occupancy Evaluation
4. Safety (Project Manager) *– If relevant*
5. Programme Integration and Project interfaces (UPO)
6. Do the project deliverables meet the business case objectives? (Sponsor)

**Part 2: Project Management Review (45 mins)**

1. Communications and Stakeholder engagement (UPO)  
   *– Inc Project Case Study and ‘Launch’ communications*
2. Property (UPO)
   1. Business ratings
   2. Insurance
   3. Planning (e.g. discharge of planning conditions) (UPO)
3. Contract Administration (UPO)
4. Financial update (UPO)
5. Risks and Issues (UPO)
6. Stage Gate recommendation (Chair)