**AGENDA**

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| **Meeting Name:** | **Stage Gate 2 Review** |
| **Meeting Place:** |  |
| **Date:** |  |
| **Invitees:** | Chair-  Sponsor –  UCL Project Officer-  External Project Manager-  Estates Strategy-  Facilities & Workplace Services (soft services, security)  Lesley May, Mark West, Ian Wright  Room Bookings – Michael Clarke  EM&I - Mark Lawrence, Martin Earlam  Environmental Sustainability- Ben Stubbs  Safety Services (Fire)- Simon Cooke  PSO-  Logistics- Phil Barnett/Steve Shine  Estates Finance- TBC  ISD- Tony Croudass  Procurement Services- Richard Lakos  Communications Manager- Alexandra Bell |
| **Consultees:** | Safety Services (Construction)- Richard Lukos  Property-Nick Ayres  Asbestos- TBC |

Meeting Objective: To confirm that the project has sufficient business justification; the initial design meets stakeholder requirements and is coordinated across the Estates programme with key interfaces and interdependencies established.

1. Introductions (Chair)
2. Project Overview (UPO)
3. Stage 2 (formerly Stage C) Design: (Project Manager)
   1. MEP Strategy
   2. Fire safety requirements
   3. Safety Issues
      1. CDMC update
      2. Asbestos
   4. Surveys (e.g. Archeology, buried services, UXBs, contaminations)
   5. Facilities requirements (Room bookings, Security, Soft Services)
   6. Logistics requirements
   7. Pedestrian flow (Central Campus)
   8. Environment
      1. Ska / BREAAM Design Brief
      2. Ska / BREEAM Reports
      3. Carbon Appraisal
4. Business Justification (Sponsor)
5. Planning update (e.g. Consultations, timetable) (UPO)
6. Programme Integration and Project interfaces (UPO)
7. Property (UPO)
8. Project Execution Planning (Project Manager)
   1. PEP
   2. Programme
   3. Cost plan
   4. Risk Register
   5. Governance arrangements
9. Procurement Strategy: (UPO)
10. Communications and Stakeholder engagement summary (UPO)
11. Stage Gate recommendation (Chair)