**AGENDA**

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| **Meeting Name:** | **Stage Gate 4 Review**  |
| **Meeting Place:** |  |
| **Date:** |  |
| **Invitees (whole meeting):** | Chair- Sponsor – UCL Project Officer- External Project Manager- Estates Strategy- PSO-  |
| **Invitees (Part 1 only):** | Facilities & Workplace Services (soft services, security)Lesley May, Mark West, Ian WrightRoom Bookings – Michael ClarkeEM&I - Mark Lawrence, Martin EarlamEnvironmental Sustainability- Ben StubbsSafety Services (Fire)- Simon CookeLogistics- Phil Barnett/Steve ShineISD- Tony Croudass |
| **Invitees (Part 2 only):** | Estates Finance- TBC Procurement Services- Richard LakosCommunications Manager- Alexandra perry |
| **Consultees:** | Safety Services (Construction)- Richard Lukos Property-Nick AyresAsbestos- TBC |

Meeting Objective: To confirm that the design meets the project objectives and the stakeholder requirements, is in line with the budget estimate and is ready to proceed to tender.

**Part 1: Design Review and Coordination (45 mins)**

1. Introductions (Chair)
2. Project Overview (UPO)
3. Stage D Design incorporates: (Project Manager)
	1. MEP Strategy/Plant replacement strategy
	2. Facilities requirements (Room bookings, Security, Soft Services)
	3. Logistics requirements
	4. Fire safety requirements
	5. Information Technology Requirements
	6. Safety Issues
		1. CDMC update
		2. Asbestos
	7. Pedestrian flow (Central Campus)
	8. Surveys (e.g. Archeology, buried services, UXBs, contaminations)
	9. Environment
		1. Ska/BREAAM Design Reports
		2. Carbon Appraisal
4. Does the design still meet the objectives in the Business Case? (Sponsor)
5. Planning update (e.g. Consultations, timetable) (UPO)
6. Programme Integration and Project interfaces (UPO)

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

1. Introductions (Chair)
2. Project Overview (UPO)
3. Project Execution Planning (Project Manager)
	1. PEP
	2. Programme
	3. Cost plan & AFC
	4. Risk Register
	5. Governance arrangements
	6. Project Directory
4. Procurement (UPO)
	1. Procurement strategy
	2. Tender request form
	3. Pre-tender estimate
5. Property (UPO)
6. Communications and Stakeholder engagement summary (UPO)
7. Stage Gate recommendation