<table>
<thead>
<tr>
<th>Stage</th>
<th>RIBA</th>
<th>Overview</th>
<th>Key Activities</th>
<th>Documentation Produced</th>
</tr>
</thead>
</table>
| Stage 1: Need | N/A | The high level details about the 'idea' are captured, and the idea is assessed for alignment to the Estates' Strategic Objectives, and prioritised. | - Alignment to strategic objectives  
    - Prioritise project  
    - Create project brief  
    - Cost estimate for feasibility and/or stage 2  
    - Collect information on the project register | - Project Register Record  
    - Project Brief  
    - Schedule and Cost estimate for feasibility study and/or stage 2  
    - Key stage docs checklist |

**Stage Gate 1**

<table>
<thead>
<tr>
<th>What is being signed off</th>
<th>Who signs off</th>
<th>Passing through the stage gate means:</th>
</tr>
</thead>
</table>
| The idea is being signed off as aligned to strategy and a priority. Commitment to undertake a feasibility study (if appropriate) | 1. HoD  
    2. Schools Strategy Board (if academic space)  
    3. EAC (if feasibility is >£100K)  
    4. PMO  
    5. Estates Fire  
    6. Estates Asbestos  
    7. Safety Services  
    8. Environmental Sustainability | - The project can progress to feasibility or Stage 2  
    - Funding has been approved for stages 2-4  
    - Resources and funding are allocated for stage 2 |

**Stage Gate 2**

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</tr>
</thead>
</table>
| Commitment to develop a detailed design and tender process. | 1. HoD (If <£100K)  
    2. EAC (If >£100K)  
    3. EMC/FC (If >32m)  
    4. Key stakeholders  
    5. PMO  
    6. Facilities  
    7. Estates Fire  
    8. Estates Asbestos  
    9. Safety Services  
    10. Environmental Sustainability | - Project Brief (updated to include feasibility outcomes)  
    - PID / EAC Estates Supporting Docs  
    - Outline Business Case (including options appraisal)  
    - Funding approval confirmation  
    - Sustainability Reports (Carbon appraisal model, Sustainability brief, Ska and/or BREEAM (or equiv.) design reports as applicable)  
    - Schedule of key interfaces  
    - Detailed schedule for stages 3 & 4 |

**Stage Gate 3**

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<tr>
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</thead>
</table>
| The concept design is developed into a detailed design. | Set up project in FIS  
    - Produce design/detailed specification | - Detailed Design Brief  
    - Sustainability Design Report (if applicable) |

**Stage Gate 4**

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<thead>
<tr>
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<th>Passing through the stage gate means:</th>
</tr>
</thead>
</table>
| The implementation stage is planned in detail, costsings detailed, and tendering implemented. | 1. Stakeholders sign off that design meets requirements  
    2. Project Sponsor | - The project can progress to stage 4  
    - The design is 'locked down' and from this point is subject to change control |

**Stage Gate 5**

<table>
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</tr>
</thead>
</table>
| The deliverables have been implemented according to the brief signed off at stage 3 | 1. HoD (If <£100K)  
    2. PMO  
    3. Facilities  
    4. Engineering Maintenance & Infrastructure | - Handover Plan (including Sustainability handover report)  
    - Building User Guide (if applicable)  
    - Benefits Realisation Plan  
    - Updated financial tracker |
<table>
<thead>
<tr>
<th>Stage 6: Operational</th>
<th>5. Environmental Sustainability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage Gate 6 Sign Off Post Project</td>
<td></td>
</tr>
<tr>
<td>L Deliverables are handed over to the operations and the defects liability period takes place</td>
<td>- BREEAM post construction review - Ska post occupancy review - Sustainability Reports (such as BREEAM post construction assessment or Ska post occupancy report)</td>
</tr>
<tr>
<td>What is being signed off</td>
<td>Who signs off</td>
</tr>
<tr>
<td>L Final activities to prepare the project to be closed down.</td>
<td>- Lessons learned - Close out review of business case including benefits - Close down finances</td>
</tr>
<tr>
<td>What is being signed off</td>
<td>Who signs off</td>
</tr>
<tr>
<td>The project has achieved the objectives and benefits set out in the business case. The project can be closed.</td>
<td>- Stakeholders - Project Sponsor</td>
</tr>
</tbody>
</table>