

Lifecycle and Stage Gate Overview

Stage	RIBA	Overview	Key Activities	Documentation Produced
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.	<ul style="list-style-type: none"> - Alignment to strategic objectives - Prioritise project - Create project brief - Cost estimate for feasibility and/or stage 2 - Collect information on the project register 	<ul style="list-style-type: none"> - Project Register Record - Project Brief - Schedule and Cost estimate for feasibility study and/or stage 2 - Key stage docs checklist
Stage Gate 1		<p>What is being signed off</p> <p>The idea is being signed off as aligned to strategy and a priority. Commitment to undertake a feasibility study (if appropriate)</p>	<p>Who signs off</p> <ol style="list-style-type: none"> 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 	<p>Passing through the stage gate means:</p> <ul style="list-style-type: none"> - The project can progress to feasibility or Stage 2 - Funding has been approved for stage 2 - Resources and funding are allocated for stage 2
Stage 2: Initiation	A-C	The idea is developed into a concept design and an outline business case produced.	<ul style="list-style-type: none"> - Identify stakeholders & create stakeholder strategy and comms plan - Define project management approach - Define objectives, scope and deliverables - Identify risk, issues, dependencies and assumptions - Create high level project schedule - Produce outline business case - Produce Project Initiation Document (PID) - Carbon approval model for feasibility (if appropriate) - Carbon approval model for Stage C Design 	<ul style="list-style-type: none"> - 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 2 Sign Off		<p>What is being signed off</p> <p>Commitment to develop a detailed design and tender process.</p>	<p>Who signs off</p> <ol style="list-style-type: none"> 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 	<p>Passing through the stage gate means:</p> <ul style="list-style-type: none"> - The project can progress to stages 3-4 - The account code can be set up in FIS to value approved for stages 3-4 - The deliverables, scope and sustainability targets are locked down and subject to change control.
Stage 3: Development	D	The concept design is developed into a detailed design.	<ul style="list-style-type: none"> - Set up project in FIS - Produce design/detailed specification 	<ul style="list-style-type: none"> - Detailed Design Brief - Sustainability Design Report (if applicable)
Stage Gate 3 Sign Off		<p>What is being signed off</p> <p>The design meets the project objectives and the stakeholder requirements</p>	<p>Who signs off</p> <ol style="list-style-type: none"> 1. Stakeholders sign off that design meets requirements 2. Project Sponsor 	<p>Passing through the stage gate means:</p> <ul style="list-style-type: none"> - The project can progress to stage 4 - The design is 'locked down' and from this point is subject to change control
Stage 4: Planning and Budgeting	E-H	The implementation stage is planned in detail, costings detailed, and tendering implemented.	<ul style="list-style-type: none"> - Produce a detailed implementation plan - Tender process - Update the outline business case to a full business case 	<ul style="list-style-type: none"> - Project Implementation Plan - Interface milestones schedule - Tender Evaluation Report - Full Business Case (inc. options appraisal) - Funding approval confirmation
Stage Gate 4 Sign Off		<p>What is being signed off</p> <p>Commitment to implement; implementation plan, full business case and tender report.</p>	<p>Who signs off</p> <ol style="list-style-type: none"> 1. Business Administration Manager 2. HoD (If <£100K) 3. EAC (if >£100K) 4. EMC/FC (if >32m) 5. PMO 6. Estates Contracts 7. Facilities 8. Estates Fire 9. Safety Services 10. Environmental Sustainability 	<p>Passing through the stage gate means:</p> <ul style="list-style-type: none"> - The project can progress to implementation stage 5 - The contracts can be signed - Contingency budget is agreed and finalised - The FIS account code can be updated to cover the full project cost
Stage 5: Implementation	J-K	Implementation of the Brief	<ul style="list-style-type: none"> - Mobilisation - Implementation of the brief - Monitoring and controls 	<ul style="list-style-type: none"> - Handover Plan (including Sustainability handover report) - Building User Guide (if applicable) - Benefits Realisation Plan - Updated financial tracker
Stage Gate 5 Sign Off		<p>What is being signed off</p> <p>The deliverables have been implemented according to the brief signed off at stage 3</p>	<p>Who signs off</p> <ol style="list-style-type: none"> 1. HoD (If <£100K) 2. PMO 3. Facilities 4. Engineering Maintenance & Infrastructure 	<p>Passing through the stage gate means:</p>

Stage 6: Operational			5. Environmental Sustainability	
	L	Deliverables are handed over to the operations and the defects liability period takes place	<ul style="list-style-type: none"> - BREAM post construction review - Ska post occupancy review 	<ul style="list-style-type: none"> - Sustainability Reports (such as BREAM post construction assessment or Ska post occupancy report)
Stage Gate 6 Sign Off	<u>What is being signed off</u>		<u>Who signs off</u>	<u>Passing through the stage gate means:</u>
Stage 7: Post Project	L	Final activities to prepare the project to be closed down.	<ul style="list-style-type: none"> - Lessons learned - Close out review of business case including benefits - Close down finances 	<ul style="list-style-type: none"> - Project Close Out Report - Lessons Learned
Stage Gate 7 Sign Off	<u>What is being signed off</u> The project has achieved the objectives and benefits set out in the business case. The project can be closed.		<u>Who signs off</u> <ul style="list-style-type: none"> - Stakeholders - Project Sponsor 	<u>Passing through the stage gate means:</u> <ul style="list-style-type: none"> - The project is closed on the Online Register - The project is now finished