

Pump Room Gardens
Delivery Stage- Project Timetable

Last updated: 28/10/15

PM-
 HLF-
 WDC-
 FPRG-

Project Manager
 Heritage Lottery Fund
 Warwick District Council
 Friends of Pump Room Gardens

LA-Landscape Architect
 MC-Main Contractor
 CEO-Community Enagement Officer

Ref	Item	Description	Lead/Action	Date commence	Date complete	Progress/notes
1.00	Round 2	Submission to HLF	PM	31/08/2015	31/08/2015	Complete
	Legal	Contact agreement with WCC for York Bridge	WDC/WCC	18/10/2015	31/12/2015	Meeting confirmed with WCC. Heads of terms being drafted.
	Project Manager	Advertise for delivery stage PM	WDC	01/11/2015		
	Project Manager	Shortlist PM candidates	WDC/FPRG	TBC		
	Project Manager	Interview candidates	WDC/FPRG	TBC		
	HLF	Notification and award letter from HLF	HLF	01/01/2016		
	Project Manager	Provisional appoint PM subject to HLF permission to start	WDC/FPRG	02/01/2016		Provisional
	Finance	Collect cash pledges following confirmation of award	FPRG	01/01/2016	01/03/2016	
	Legal	Completed contract with WCC for York Bridge	WDC/WCC		15/02/2016	
	HLF	Confirm all outstanding issues from award letter complete.	WDC/FPRG		01/03/2016	
	HLF	Assume permission to start	HLF	01/04/2016		
	Detailed design	Preparation of tender documents	LA	02/04/2016	01/05/2016	
	Project Manager	Formally appoint PM	WDC/FPRG	02/04/2016		
	Main contractor	Drafting of PQQ	WDC/PM	02/04/2016		
	Main contractor	Advertise and issue PQQ	WDC/PM	03/05/2016	31/05/2016	
	CEO	Advertise for CEO	WDC/PM	01/04/2016	29/04/2016	
	Main contractor	Return of PQQ	MC		31/05/2016	
	Main contractor	Drafting of ITT documents	WDC/LA/PM	31/05/2016	06/06/2016	
	CEO	Shortlist CEO candidates	WDC/PM	03/05/2016		
	Specialist suppliers	Advertise for specialist bandstand restorer/company	WDC/PM/LA	02/04/2016	22/04/2016	
	Specialist suppliers	Pre tender quotations from specialist bandstand restorer/companies	WDC/PM/LA	25/04/2016	13/05/2016	
	CEO	CEO interviews	WDC/PM/FPRG	16/05/2016		
	CEO	Appoint CEO	WDC	18/05/2016		
	CEO	CEO commence employment	WDC	20/06/2016		Assume one month's notice from previous employer
	Activity Plan	Commence Activity Plan implementation	CEO	20/06/2016		
	Main contractor	ITT	WDC/PM	07/06/2016	08/07/2016	
	Main contractor	Evaluation, shortlist, interviews and appointment	WDC/PM/LA	11/07/2016	22/07/2016	
	Main contractor	Stand off period	WDC/MC	25/07/2016	05/08/2016	
	Main contractor	Pre construction preparation	MC/LA	08/08/2016	31/08/2016	
	Main contractor	Commence works	MC/LA	12/09/2016	28/04/2017	
	Monitoring	Finalise proposals and implement	PM/CEO	01/09/2016	30/04/2021	
	MMP	Review and update MMP	WDC/PM	01/09/2016	31/12/2016	
	MMP	Apply for Green Flag Award	WDC/PM	01/02/2017		
	MMP	Green Flag Award judging	WDC	01/06/2017	01/06/2017	
	Project Steering Group	1st Wednesday of month	PM			
	Project Board Meeting	Annual meeting- February/March	PM			