RIBA STAGE 3

# Preliminary Design and Consultancy



## 1 New project notification

OFF-SITE **HOP**

**WHAT WE NEED BEFORE IT STARTS**

- SSB
- SS5
- CEM phasing
- Viewpoint access
- DfE specification

*All provided by the Consultant*

**WHAT YOU'LL RECEIVE**

- Project registered and Medhurst lead assigned

## 2 Initial asset and site survey

ON-SITE **PC** **CLI** **CON**

**WHAT WE NEED BEFORE IT STARTS**

- Site contact
- Trust and school point of contact
- Survey date and time

**WHAT YOU'LL RECEIVE**

- High-level project overview
- Survey notebook
- Legacy IT and small AV equipment risk information
- Large AV (hall and drama) equipment risk information

## 3 Produce Stage 3 design and submission

OFF-SITE **CON**

**WHAT WE NEED BEFORE IT STARTS**

- Data and hub counts
- Data zoning schematic
- Final phasing details
- Submission deadlines

**WHAT YOU'LL RECEIVE**

- Project overview
- Network logical diagram
- Wi-Fi heatmaps
- Hall AV initial markup
- Cost matrix

## 4 Stage 3 DfE clarifications

OFF-SITE **CON**

**WHAT WE NEED BEFORE IT STARTS**

- DEIR clarifications with DfE ETA comments

**WHAT YOU'LL RECEIVE**

- DEIR spreadsheet responses

**Milestone:** Delegation to the Medhurst Project Manager follows the initial survey.



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Ownership: **Head of Projects leads and tracks key dates**

RIBA STAGE 4

# Technical Design and Planning



## 5 RDD (final small power and data)

ON-SITE | MEP | PC | CON

**WHAT WE NEED BEFORE IT STARTS**

- Teacher wall diagrams
- Hall layout and CAD dimensions
- SP&D final count and matrix
- Final data zoning drawing
- Phasing clarifications

**WHAT YOU'LL RECEIVE**

- Data port naming overview
- Power and data markups

## 6 Stage 4 design (Stage 3 design updated with full information)

OFF-SITE | CON | PC | MEP

**WHAT WE NEED BEFORE IT STARTS**

- General arrangement drawings
- Final confirmed data count and zoning
- Final AV vendor and quantities
- Final teacher wall dimensions

**WHAT YOU'LL RECEIVE**

- Full design and overview
- Power and heat draws
- Updated network logical diagram, heatmaps, rack layouts, hall AV markups and cost matrix

## 7 Stage 4 clarifications

OFF-SITE | CON | PM

**WHAT WE NEED BEFORE IT STARTS**

- DEIR clarifications

**WHAT YOU'LL RECEIVE**

- Responses to DEIR spreadsheet

## 8 Pre-let contract (cost review)

OFF-SITE | PC | CON | HOP

**WHAT WE NEED BEFORE IT STARTS**

- Contract minutes
- Pre-company check documents
- Wider construction programme

**WHAT YOU'LL RECEIVE**

- Insurance documents
- Pre-company check
- Constructionline Gold certification
- ISO certification evidence
- Final cost matrix revision

**Milestone:** Head of Projects hands over to the named Project Manager at the end of Stage 4.



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Ownership: **Head of Projects leads and tracks key dates**

RIBA STAGE 5

# Delivery and Implementation | Part 1 of 3: Mobilisation and coordination



## 9

### PAM#1 ICT kick-off (end-user design presentation)

ON-SITE | CLI | SLT | PC

**WHAT WE NEED BEFORE IT STARTS**
- Invitation to client and DfE
- Introductory email

**WHAT YOU'LL RECEIVE**
- Stage 4 design document
- Presentation pack
- Blank asset list
- Medhurst IT programme schedule V1

## 10

### Final design tweaks (raise known variations)

OFF-SITE | PC | CON | PM

**WHAT WE NEED BEFORE IT STARTS**
- Agreed Stage 4 design

**WHAT YOU'LL RECEIVE**
- Revisions covering final changes
- Variation quotation

## 11

### Programme meeting

OFF-SITE | PC | CON | MEP

**WHAT WE NEED BEFORE IT STARTS**
- Wider construction programme

**WHAT YOU'LL RECEIVE**
- Medhurst IT programme schedule V2
- Clash risk assessment

## 12

### PAM#2 detailed ICT design and scope

OFF-SITE | CLI | DfE | ENG

**WHAT WE NEED BEFORE IT STARTS**
- Configuration information from client ICT
- Meeting confirmation with client ICT

**WHAT YOU'LL RECEIVE**
- Complete scope of works with proposed network configuration

## 13

### MEP coordination meeting

OFF-SITE | MEP | DfE | PM

**WHAT WE NEED BEFORE IT STARTS**
- Latest SP&D counts
- Latest general arrangement drawings
- Final teacher wall drawings from MEP
- Hall detailed dimensions and FF&E drawings

**WHAT YOU'LL RECEIVE**
- Updated markups on MEP drawings



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Ownership: **Project Manager leads and tracks delivery**

RIBA STAGE 5

# Delivery and Implementation | Part 2 of 3: Site readiness and first installations



## 14

### Hall AV and stage lighting first fix

ON-SITE | **SUB** | **MEP** | **PM**

**WHAT WE NEED BEFORE IT STARTS**
- Confirmation of power, containment and access
- Hall MEP and FF&E AV markups
- Hall dimensions
- On-site parking confirmation

**WHAT YOU'LL RECEIVE**
- Completion of first fix works

## 15 STAKEHOLDERS NOTIFIED

### Asset labelling visit

ON-SITE | **SUB** | **CLI**

**WHAT WE NEED BEFORE IT STARTS**
- Client asset list with current location and final destination

**WHAT YOU'LL RECEIVE**
- RAG-rated, updated asset list

## 16

### Server and hub room sign-off

OFF-SITE | **PC** | **CON** | **MEP**

**WHAT WE NEED BEFORE IT STARTS**
- Confirmation from PC and DfE ETA of room completion and pass

**WHAT YOU'LL RECEIVE**
- Confirmation that rooms are ready for active equipment

## 17

### PAM#3 decant meeting 1

OFF-SITE | **SLT** | **PC** | **CON**

**WHAT WE NEED BEFORE IT STARTS**
- Presentation of decant schedule

**WHAT YOU'LL RECEIVE**
- ICT programme update
- Locked decant asset schedule

## 18 STAKEHOLDERS NOTIFIED

### Wi-Fi access point installation

ON-SITE | **PC** | **MEP** | **PM**

**WHAT WE NEED BEFORE IT STARTS**
- Detailed scope document (for configuration)
- Latest confirmed SP&D data count from MEP
- Heatmap printout

**WHAT YOU'LL RECEIVE**
- Wi-Fi access point schematic

## 19 STAKEHOLDERS NOTIFIED

### Network switching and UPS installation

ON-SITE | **PC** | **MEP** | **PM**

**WHAT WE NEED BEFORE IT STARTS**
- Data schematic from MEP
- Confirmation of power from MEP
- Confirmation of key access control for server and hub rooms
- Rack layouts and topology

**WHAT YOU'LL RECEIVE**
- Network schematic

**Milestone:** RAMS are issued before the first on-site works begin.



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Ownership: **Project Manager leads and tracks delivery**

RIBA STAGE 5

# Delivery and Implementation | Part 3 of 3: Installation, witnessing and decant



## 20 STAKEHOLDERS NOTIFIED

### Classroom AV installation

ON-SITE | PC | MEP | PM

**WHAT WE NEED BEFORE IT STARTS**
- Confirmation of containment and power
- Confirmation of storage space
- AV schematic with loom lengths
- Equipment delivery slot details

**WHAT YOU'LL RECEIVE**
- AV schematic
- AV delivery

## 21 STAKEHOLDERS NOTIFIED

### Hall AV second fix

ON-SITE | PC | MEP | PM

**WHAT WE NEED BEFORE IT STARTS**
- Confirmation of access, clear workspace and power from MEP

**WHAT YOU'LL RECEIVE**
- Test and commissioning certificate

## 22 STAKEHOLDERS NOTIFIED

### PAM#4 decant meeting 2

ON-SITE | SLT | PC | DfE

**WHAT WE NEED BEFORE IT STARTS**
- Access routes plan
- Confirmed access dates and on-site contacts
- FF&E decant plan
- Current ICT programme

**WHAT YOU'LL RECEIVE**
- Final ICT programme

## 23

### PAM#5 server restart and backup witnessing

ON-SITE | CLI | DfE | ENG

**WHAT WE NEED BEFORE IT STARTS**
- Agreed dates

**WHAT YOU'LL RECEIVE**
- Email witness confirmation to PC and DfE

## 24 STAKEHOLDERS NOTIFIED

### Server decant

ON-SITE | CLI | MEP | PM

**WHAT WE NEED BEFORE IT STARTS**
- Confirmed access to the existing server room
- Access routes and dates
- On-site contacts

**WHAT YOU'LL RECEIVE**
- Test and commissioning certificate
- Final server and core switching port schematic

## 25 STAKEHOLDERS NOTIFIED

### ICT and AV decant

ON-SITE | PC | CLI | PM

**WHAT WE NEED BEFORE IT STARTS**
- Locked asset list
- Site GAs with rooms clearly labelled
- AV schematic
- Access routes

**WHAT YOU'LL RECEIVE**
- Asset decant report
- Remedials and damages report



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Ownership: **Project Manager leads and tracks delivery**

RIBA STAGE 6

# Project Handover and Close



## 26

### O&M submission

OFF-SITE | PC | PM

**WHAT WE NEED BEFORE IT STARTS**
- Completed installation and commissioning records

**WHAT YOU'LL RECEIVE**
- Full manuals and warranty information submission

## 27

### PAM#6 handover and UAT

ON-SITE | PC | CLI | DfE

**WHAT WE NEED BEFORE IT STARTS**
- Agreed handover date

**WHAT YOU'LL RECEIVE**
- UAT report
- Completion certificate
- As-built network design handover document

## 28

### Snagging

ON-SITE | PC | CLI | DfE

**WHAT WE NEED BEFORE IT STARTS**
- Snagging list

**WHAT YOU'LL RECEIVE**
- Snag remedial report

## 29

### PAM#7 training

ON-SITE | SLT | CLI | PM

**WHAT WE NEED BEFORE IT STARTS**
- Agreed training dates and attendees

**WHAT YOU'LL RECEIVE**
- Training handover certificate

## 30

### Completion submissions

OFF-SITE | PC | PM | HOP

**WHAT WE NEED BEFORE IT STARTS**
- End of project financial statement

**WHAT YOU'LL RECEIVE**
- Final UAT report
- Signed completion certificate
- Signed-off snagging forms
- Invoice and payment submissions



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Ownership: **Project Manager leads handover and completion**

RIBA STAGE 7

# Post Handover Support



## 31 Post-PC support

ON-SITE | PC | PM | HOP

**WHAT WE NEED BEFORE IT STARTS**

- Support requests
- Complaints, if any

**WHAT YOU'LL RECEIVE**

- Remedial and support visit reports
- Post-support tracker update

## 32 Project evaluation and analysis

OFF-SITE | PM | ENG | HOP

**WHAT WE NEED BEFORE IT STARTS**

- Feedback from client and principal contractor
- Remedial reports

**WHAT YOU'LL RECEIVE**

- Cost analysis review
- Lessons learned
- Training documents

## 33 12-month post-PC retention release

OFF-SITE | HOP | Director

**WHAT WE NEED BEFORE IT STARTS**

- Defects period completed

**WHAT YOU'LL RECEIVE**

- Payment submission for retained funds
- Formal project close-out

**Milestone:** The ICT package closes formally at the 12-month post-PC retention release.



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Ownership: **Head of Projects closes out through to retention release**