Market Harborough
Market Project

Client: HDC

		Responsible	Mar-13				Apr-13					May-13				Jun-13				Jul-13					Aug-13				Sep-13					Oct-13				Nov-13				Dec-13					Jan-14				Feb-14				Mar-14					Apr-14			
			4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28
Trader Liaison & Market Management																																																																
1	Informal Engagement	AM/MP																																																														
2	Establish existing Trader Schedule	QB																																																														
3	Arrangements for Decant of Market Hall	MP/KM													E	EA																																													
	a Notices Served																																																															
	b Negotiations on agreements to Surrender																																																															
4	Investigate alternative venue for Market during works	MP																																																														
5	Trader Decant Process	MP/KM																																																														
6	Trader Fit Out/Set Up	Traders																																																														
7	Establish Performance Indicators and Collect Baseline Data	MP																																																														
	a Collect footfall data	AM																																																														
	b Prepare & Undertake Shopper Satisfaction Survey	MP/RF/HIT																																																														
Design																																																																
8	Design Briefing	QB																																																														
9	Concept Design Proposal	QB					EA																																																						
10	Design Specification	QB																																																														
11	Design Development	QB							T	EA				E																																														
12	Budget Cost Check	QB																																																														
13	Planning Application Process	QB													E	EA		P			P		P																																				
14	Construction Design Package	QB																																																														
15	Assemble Tender Package	QB																																																														
16	Complete Pre-Tender Estimate	QB																																																														
17	Tender Period for Contractor Pricing	QB																																																														
18	Tender Review	QB/MP/JWL																																																														
19	Value Engineering	QB/MP																																																														
20	Design Review Meetings				◆			◆		◆		◆					◆		◆		◆																																							
21	Place order with contractor	MP/VW																																				EA	E																								
Market Re-Launch																																																																
22	Communications Strategy & Plan	RF					EA			EA										EA																																										
23	Brand Guidelines	RF/MP																																																														
24	Brand Development	QB														EA																																													
25	Artist Impression	QB																																																														
26	Criteria for Traders	QB																	EA																																										
27	Letting Brochures/Website	QB																	EA																																										
28	Develop Optimum Tenant Mix	QB																	EA																																										
29	Suite of new Legal Agreements	MP/KM																	EA																																										
30	Establish Rental Levels	QB																	EA																																										
31	Pre-Letting Process	QB																																																														
32	Negotiation with Existing Traders	QB/MP																	EA																																										
33	Agree arrangements for Market Management	MP																	EA						E																																			
34	Set up Process/Mobilisation for Market Management	MP																																						EA		E																		
35	Market Management Commencement	MP																																																														
36	Planning Re-Launch Event	RF																																																														
Construction																																																																
36	Contractor Lead-in	TBC																																																														
37	Manufacturing off site	TBC																																																														
38	Fit Out	TBC																																																														
39	Snagging	TBC																																																														
40	Tenant Fit-Out	Traders																																																														
41	Re-opening (soft)	MP																																																														
Market Re-Launch		MP																																																														
	Steering Group Meetings				◆		◆		◆	◆		◆	◆	◆	◆		◆		◆		◆		◆	◆		◆		◆					◆		◆		◆		◆				
	Member Advisory Panel Meetings (subject to confirmation)						◆		◆					◆					◆								◆							◆											◆										
	Council Meetings - Executive											◆		◆				◆					◆					◆				◆				◆				◆			◆					◆				
	Market Trader Meetings								◆				◆			◆				◆			◆			◆				◆			◆		◆					◆			◆			◆				

S	Steering Group Meeting
C	CMT
EA	Member Advisory Panel
E	Executive
T	Market Trader Meeting
P	Planning