

HDC Property Review  
PHASE 4/5  
Client Programme

ID	% Complete	Task Name	Duration	Start	2013												2014								
					Qtr 1, 2013			Qtr 2, 2013			Qtr 3, 2013			Qtr 4, 2013			Qtr 1, 2014			Qtr 2, 2014			Qtr 3, 2014		
					Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1	100%	<b>PLANNING PERMISSION</b>	0 days	Tue 30/10/12																					
2	100%	<b>LISTED BULDING CONSENT</b>	0 days	Mon 31/12/12																					
3	100%	<b>EXECUTIVE - AUTH. TO AWARD CONTRACT</b>	0 days	Mon 14/01/13																					
4	100%	<b>DECANT COMPLETED</b>	0 days	Mon 28/01/13																					
5	100%	<b>EXECUTIVE - AUTH TO VARY CONTRACT</b>	5 days	Mon 03/06/13																					
7																									
8	0%	<b>REPORTING</b>	240 days	Wed 16/01/13																					
9	100%	Property Board 1	0 days	Wed 16/01/13																					
10	100%	Property Board 2	0 days	Fri 15/02/13																					
11	100%	Property Board 3	0 days	Wed 13/03/13																					
12	100%	Property Board 4	0 days	Wed 10/04/13																					
13	100%	Property Board 5	0 days	Wed 08/05/13																					
14	0%	Property Board 6	0 days	Wed 12/06/13																					
15	0%	Property Board 7	0 days	Wed 17/07/13																					
16	0%	Property Board 8	0 days	Wed 14/08/13																					
17	0%	Property Board 9	0 days	Wed 11/09/13																					
18	0%	Property Board 10	0 days	Wed 09/10/13																					
19	0%	Property Board 11	0 days	Wed 06/11/13																					
20	0%	Property Board 12	0 days	Wed 04/12/13																					
21	0%	<b>Executive Advisory Panel 1</b>	0 days	Wed 27/02/13																					
22	0%	<b>Executive Advisory Panel 2</b>	0 days	Thu 25/04/13																					
23	0%	<b>Executive Advisory Panel 3</b>	0 days	Wed 26/06/13																					
24	0%	<b>Executive Advisory Panel 3A</b>	0 days	Thu 04/07/13																					
25	0%	<b>Executive Advisory Panel 4</b>	0 days	Thu 26/09/13																					
26	0%	<b>Executive Advisory Panel 5</b>	0 days	Wed 18/12/13																					
27																									

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28	4%	<b>DESIGN &amp; BUILD (HQ) (CONSTRUCTION)</b>	230 days	Mon 14/01/13																					
29	100%	Mobilisation	10 days	Mon 14/01/13																					
30	100%	<b>START ON SITE</b>	0 days	Mon 28/01/13																					
31	2%	Main contract	44 wks	Mon 28/01/13																					
32	0%	Museum library contract	5.7 mons	Tue 11/06/13																					
33	0%	WDC retail fit out (if required)	3 mons	Mon 09/09/13																					
34	0%	<b>COMPLETION</b>	0 days	Fri 29/11/13																					
35	100%	<b>MUSEUM/LIBRARY</b>	145 days	Mon 12/11/12																					
42																									
43	25%	<b>HQ LETTING STRATEGY &amp; VALUATIONS</b>	300 days	Mon 22/10/12																					
44	54%	<b>Retail</b>	250 days	Mon 22/10/12																					
45	100%	Prepare promotional material	4 mons	Mon 22/10/12																					
46	100%	Appoint agent	14 wks	Mon 14/01/13																					
47	50%	Marketing	6 mons	Mon 22/04/13																					
48	0%	Common HoTs	3 mons	Mon 22/04/13																					
49	0%	Negotiation	3 mons	Mon 17/06/13																					
50	0%	Deadline for fit out by Willmott Dixon	0 days	Fri 06/09/13																					
51	12%	<b>Office Space</b>	300 days	Mon 22/10/12																					
52	90%	LCC HOT Agreement for License	20 wks	Mon 22/10/12																					
53	15%	Identification of interest from partners	6 mons	Mon 22/10/12																					
54	0%	Strategic agreement (Officers)	6 mons	Mon 03/12/12																					
55	0%	Strategic agreement (Members)	6 mons	Mon 31/12/12																					
56	0%	Identify partner requirements and funding	6 mons	Mon 14/01/13																					
57	0%	Draft HoTs	6 mons	Mon 11/02/13																					
58	0%	Legals	6 mons	Mon 08/04/13																					
59	0%	Furniture fit and adaptations if required	3 mons	Mon 23/09/13																					
60	33%	<b>Service Charges</b>	60 days	Mon 26/08/13																					
61	50%	Service Charge Modelling	2 mons	Mon 26/08/13																					
62	0%	Apply service charges to agreed tenancy	1 mon	Mon 21/10/13																					
63																									

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64	<b>42%</b>	<b>FACILITIES MANAGEMENT</b>	<b>155 days</b>	<b>Mon 13/05/13</b>	<b>FACILITIES MANAGEMENT</b>																								
65	100%	Identify commissioning route (tender, shared service, frameworks)	2 mons	Mon 13/05/13	Identify commissioning route (tender, shared service, fra																								
66	<b>50%</b>	<b>Concierge</b>	<b>100 days</b>	<b>Mon 13/05/13</b>	<b>Concierge</b>																								
67	90%	Concierge specification	10 wks	Mon 13/05/13	Concierge specification																								
68	50%	Stakeholder review of requirements (LCC and HDC)	3 wks	Mon 08/07/13	Stakeholder review of requirements (LCC and HDC)																								
69	0%	Tender evaluation	6 wks	Mon 05/08/13	Tender evaluation																								
70	0%	Appointment	2 wks	Mon 16/09/13	Appointment																								
71	<b>41%</b>	<b>FM Services</b>	<b>90 days</b>	<b>Mon 13/05/13</b>	<b>FM Services</b>																								
72	75%	FM Services specification	10 wks	Mon 13/05/13	FM Services specification																								
73	25%	Stakeholder review of requirements (LCC and HDC)	3 wks	Mon 08/07/13	Stakeholder review of requirements (LCC and HDC)																								
74	0%	Tender evaluation	5 wks	Mon 29/07/13	Tender evaluation																								
75	0%	Appointment	2 wks	Mon 02/09/13	Appointment																								
76	<b>59%</b>	<b>Queue management</b>	<b>110 days</b>	<b>Mon 13/05/13</b>	<b>Queue management</b>																								
77	90%	Queue Management/Meeting Room System	14 wks	Mon 13/05/13	Queue Management/Meeting Room System																								
78	50%	Stakeholder review of requirements (LCC and HDC)	3 wks	Mon 05/08/13	Stakeholder review of requirements (LCC and HDC)																								
79	0%	Tender evaluation	5 wks	Mon 26/08/13	Tender evaluation																								
80	0%	Appointment	2 wks	Mon 30/09/13	Appointment																								
81	<b>47%</b>	<b>Building Manager</b>	<b>85 days</b>	<b>Mon 10/06/13</b>	<b>Building Manager</b>																								
82	100%	Job Description	4 wks	Mon 10/06/13	Job Description																								
83	25%	Job Evaluation	1 wk	Mon 08/07/13	Job Evaluation																								
84	0%	Advertisement	2 wks	Mon 15/07/13	Advertisement																								
85	0%	Shortlisting	1 wk	Mon 29/07/13	Shortlisting																								
86	0%	Interviews	1 wk	Mon 05/08/13	Interviews																								
87	0%	Appointment	0 days	Fri 09/08/13	09/08 Appointment																								
88	0%	Start date (likely)	0 days	Fri 04/10/13	04/10 Start date (likely)																								
89	0%	Soft landings process (learn building)	6 wks	Mon 21/10/13	Soft landings process (learn building)																								
90	<b>0%</b>	<b>Statutory Compliance requirements</b>	<b>15 days</b>	<b>Mon 18/11/13</b>	<b>Statutory Compliance requirements</b>																								
91	0%	Fire risk assessment	2 wks	Mon 18/11/13	Fire risk assessment																								
92	0%	Fire extinguisher installation	1 wk	Mon 02/12/13	Fire extinguisher installation																								
93																													
94	0%	Implement - tender/shared service implementation	4 mons	Mon 26/08/13	Implement - tender/shared service i																								
95																													
96	<b>2%</b>	<b>WORKPLACE CULTURE / USE</b>	<b>276 days</b>	<b>Fri 15/02/13</b>	<b>WORKPLACE CULTUR</b>																								
97	<b>5%</b>	<b>Travel Plan</b>	<b>105 days</b>	<b>Mon 03/06/13</b>	<b>Travel Plan</b>																								
98	100%	Planning/Building Regs Constraints	1 wk	Mon 03/06/13	Planning/Building Regs Constraints																								
99	60%	Commission Author + LCC Support	1 wk	Mon 01/07/13	Commission Author + LCC Support																								
100	0%	Staff travel survey (Joint)	6 wks	Mon 08/07/13	Staff travel survey (Joint)																								
101	0%	Develop measures	4 mons	Mon 08/07/13	Develop measures																								
102	0%	Prepare document	2 mons	Mon 02/09/13	Prepare document																								
103	0%	Planning Sign-off	0 days	Fri 25/10/13	25/10 Planning Sign-off																								

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104	1%	<b>Building Protocols/Use</b>	<b>276 days</b>	<b>Fri 15/02/13</b>																								
105	25%	Review precedents/peer practice	1 mon	Fri 15/02/13																								
106	0%	CMT agree scope and approach	0 days	Thu 14/03/13																								
107	0%	Identify resource	8 wks	Fri 12/04/13																								
108	0%	Develop initial draft	6 wks	Fri 07/06/13																								
109	0%	Cultural change roll out to staff (HDC/LCC/other partners)	6 mons	Fri 19/07/13																								
110	0%	Cultural change roll out (HDC Members)	6 mons	Fri 19/07/13																								
111	0%	Integrate travel plan/FM inputs	1 mon	Mon 16/12/13																								
112	0%	Roll-out / training	2 mons	Mon 13/01/14																								
113																												

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114	0%	<b>REOCCUPATION (PLANNING &amp; PREP)</b>	<b>125 days</b>	<b>Mon 08/04/13</b>	<b>REOCCUPATION (PLANNING &amp; PREP)</b>																				
115	0%	Recant Strategy	12 wks	Mon 08/04/13	Recant Strategy																				
116	0%	Identify resources	4 wks	Mon 01/07/13	Identify resources																				
117	0%	Identify HDC office space requirements	4 wks	Mon 01/07/13	Identify HDC office space requirements																				
118	0%	Place critical orders (ICT, furniture etc)	0 days	Mon 30/09/13	30/09 Place critical orders (ICT, furniture etc)																				
119	0%	<b>REOCCUPATION (IMPLEMENTATION)</b>	<b>180 days</b>	<b>Mon 15/07/13</b>	<b>REOCCUPATION (IMPLEMENTATION)</b>																				
120	0%	<b>Accomodation preparation</b>	<b>130 days</b>	<b>Mon 15/07/13</b>	<b>Accomodation preparation</b>																				
121	0%	<b>ICT Workstream</b>	<b>110 days</b>	<b>Mon 15/07/13</b>	<b>ICT Workstream</b>																				
122	0%	<b>Data centre</b>	<b>70 days</b>	<b>Mon 15/07/13</b>	<b>Data centre</b>																				
123	0%	Order new lines	0 days	Mon 15/07/13	15/07 Order new lines																				
124	0%	Relocation of server room	3 wks	Mon 02/09/13	Relocation of server room																				
125	0%	Install new lines	2 wks	Mon 07/10/13	Install new lines																				
126	0%	<b>Patch panels</b>	<b>5 days</b>	<b>Mon 02/12/13</b>	<b>Patch panels</b>																				
127	0%	Local patching (HDC)	1 wk	Mon 02/12/13	Local patching (HDC)																				
128	0%	<b>Telephony</b>	<b>15 days</b>	<b>Mon 07/10/13</b>	<b>Telephony</b>																				
129	0%	Install phone server	1 wk	Mon 07/10/13	Install phone server																				
130	0%	Phone server configuration	2 wks	Mon 14/10/13	Phone server configuration																				
131	0%	<b>Multi Functional Devices</b>	<b>95 days</b>	<b>Mon 05/08/13</b>	<b>Multi Functional Devices</b>																				
132	0%	MFD Procurement	2 mons	Mon 05/08/13	MFD Procurement																				
133	0%	MFD roll out	2 wks	Mon 02/12/13	MFD roll out																				
134	0%	<b>Wi-Fi</b>	<b>2 days</b>	<b>Mon 09/12/13</b>	<b>Wi-Fi</b>																				
135	0%	Set up and commission wi-fi connection	2 days	Mon 09/12/13	Set up and commission wi-fi connection																				
136	0%	Test and train on FM systems (soft landings)	6 wks	Mon 21/10/13	Test and train on FM systems (soft landings)																				
137	0%	Install and commission phone system	1 wk	Mon 02/12/13	Install and commission phone system																				
138	0%	<b>Furniture Installation</b>	<b>30 days</b>	<b>Mon 02/12/13</b>	<b>Furniture Installation</b>																				
139	0%	Furniture install (new - 3rd floor)	1 wk	Mon 02/12/13	Furniture install (new - 3rd floor)																				
140	0%	Relocate office furniture from Millers House to Symington	1 wk	Mon 06/01/14	Relocate office furniture from M																				
141	0%	<b>Office Moves</b>	<b>30 days</b>	<b>Mon 09/12/13</b>	<b>Office Moves</b>																				
142	0%	<b>Move HDC staff 1 (ICT, FM from Clover Court)</b>	<b>0 days</b>	<b>Mon 09/12/13</b>	09/12 Move HDC staff 1 (ICT, FM from Clo																				
143	0%	<b>Move HDC staff 2 (Millers House 2nd/Yard) - admin</b>	<b>0 days</b>	<b>Mon 16/12/13</b>	16/12 Move HDC staff 2 (Millers House 2																				
144	0%	<b>Move HDC staff 3 (Millers House Mezzanine and 1st) - Finance, CMT, Legal,</b>	<b>0 days</b>	<b>Mon 06/01/14</b>	06/01 Move HDC staff 3 (Millers House																				
145	0%	<b>Move HDC staff 4 (Lutterworth) - planning/BC</b>	<b>0 days</b>	<b>Mon 13/01/14</b>	13/01 Move HDC staff 4 (Lutterworth)																				
146	0%	<b>Move HDC staff 5 (Doddridge Road) - enforcement</b>	<b>0 days</b>	<b>Mon 20/01/14</b>	20/01 Move HDC staff 5 (Doddridge																				
147	0%	<b>Close CS</b>	<b>0 days</b>	<b>Fri 20/12/13</b>	20/12 Close CS																				
148	0%	Move Customer Services	4 days	Fri 20/12/13	Move Customer Services																				
149	0%	<b>Open Customer Services in Symington Building</b>	<b>0 days</b>	<b>Mon 20/01/14</b>	20/01 Open Customer Services in S																				
150	0%	<b>Move LCC 1 - Brooklands</b>	<b>0 days</b>	<b>Mon 03/02/14</b>	03/02 Move LCC 1 - Brooklands																				
151	0%	<b>Move LCC 2 - Registrars, Cov Rd (office only)</b>	<b>0 days</b>	<b>Mon 17/02/14</b>	17/02 Move LCC 2 - Registrars, (																				
152	0%	<b>Move LCC 3 - Adult Learning Welland Park College)</b>	<b>0 days</b>	<b>Mon 10/02/14</b>	10/02 Move LCC 3 - Adult Learnin																				
153	0%	<b>Museum library relocation</b>	<b>70 days</b>	<b>Mon 02/12/13</b>	<b>Museum library relocat</b>																				



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154	0%	Museum fit out	14 wks	Mon 02/12/13																								
155	0%	Library closes at Millers	0 days	Mon 20/01/14																								
156	0%	Museum and library opens for business (soft launch)	0 days	Mon 10/03/14																								
157	0%	Registrars commence registration appointments and weddings	0 days	Mon 10/03/14																								
158	0%	<b>GRAND OPENING</b>	<b>0 days</b>	<b>Mon 24/03/14</b>																								
159																												
160	0%	Issue Notice on Millers House lease	0 days	Tue 03/12/13																								
161	0%	Issue Notive on Millers Yard lease	0 days	Tue 03/12/13																								
162	0%	Millers Yard/Millers 2nd floor vacated	0 days	Wed 18/12/13																								
163	0%	Dilapidation works; Millers 1/M/2	2 wks	Mon 06/01/14																								
164	0%	Dilapidatiopn Works; Millers Yard	2 wks	Mon 06/01/14																								
165																												
166																												
167	0%	Dispose of Milers House	0 days	Mon 03/03/14																								

