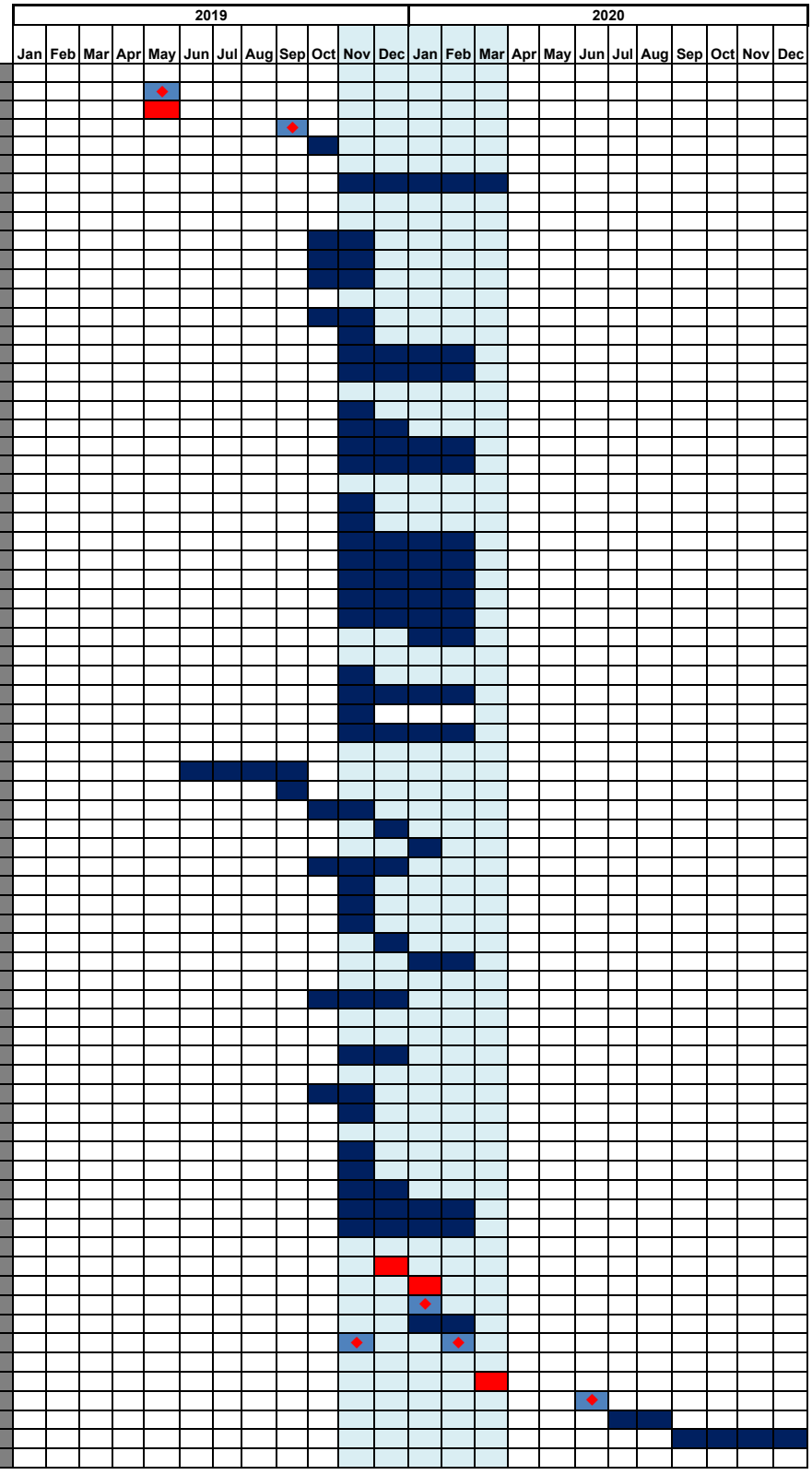
Staffordshire History Centre Project
Development Phase Plan - Appendix B

Planned tasks | Key decision | Key Deadline

Activity Description/Tasks:	Duration/ Deadlines
SCC Cabinet approval	15 May 2019
Round 1 bid submission	28 May 2019
NLHF Decision	Sep 2019
Permission to Start	Oct 2019
Development Phase:	**Nov 19 - Mar 20**
Conservation Plan	
Commission consultants to work on CMP	
Review and Update CMP for listed building	
Review and Update CMP for collections	
Design Development to RIBA Stage 3:	
Commission architects to work on SHC Design report	
Review and Update Site Surveys	
Review and Update RIBA 3 Report	
Engagement with Planners re Planning Permission	
Interpretations work to RIBA Stage 3:	
Commission consultants to work on SHC Interpretations Plan	
Draft Arch Interpretation brief to commission artist for Delivery Phase	
Review and Update RIBA 3 Report	
Engagement with Planners	
Legal documents:	
Commission solicitors to represent WSLT	
Commission SCC legal team to represent SCC	
Review and Update Deeds of Release	
Review and Update Deeds of Surrender	
Review and Update Development Agreement	
Review and Update Land Transfer	
Review and Update WSL Lease	
Engagement with Charity Commission	
Business Plan	
Secondment for Business Plan development	
Secondment for BP	
Commission BP consultant	
Prepare BP for Stage 2 submission	
Activity Plan	
Review Activity Plan	
Recruit resource (at risk)	
Draft Learning offer	
Test/Pilot learning offer	
Finalise Learning Offer	
Pilot History Access Point at other locations	
Review Digital offer	
Engagement with key stakeholders groups	
Consultation - on site and off site open day drop in sessions 1,2,3	
Consultation analysis	
Finalise and sign off Activity Plan	
Fundraising Strategy	
Review and Update Fundraising Strategy	
Management & Maintenance Plan	
Review and Update Maintenance and Management Plan	
Risk Register	
Risk review workshop	
Review and update risk register	
Review and Update other documents for Delivery Phase	
Prepare Projects Briefs for Delivery Phase	
Prepare Job Descriptions for Delivery Phase	
Review Evaluation Strategy	
Prepare Costs and Cash Flow Forecast for Delivery Phase	
Prepare Detail Project Delivery Plan for Delivery Phase	
Mid stage review	
Reports to NLHF	
HLHF mid-point review meeting	
Approval to progress to Stage 2 submission	
Stage 2 Bid Preparation	
Approvals: Project Board/SLT/JAC/Cabinet/WSLT	
Round 2 submission	
NLHF Decision	
Permission to start	
Delivery Phase begins