

PLAN OF WORK

DEFINING THE PROJECT AS A WHOLE

TRANSITION

APPLIES TO EVERY IDENTIFIABLE SUB-PROJECT OR PHASE OF DELIVERY



Strategic Definition



Scoping & Evaluation



Initial Design



Planning for Project Delivery



Developed Design



Technical Design & Major Funding



Construction



Handover/Use/Aftercare

Headline Project Management

Including justification and establish a VISION – a clear statement of what you want to do the benefits to the wider community.

Scope out the community, economic and environmental benefits. Establish income generation opportunities, maintenance and principles.

Produce initial design concepts and waterway sustainability plan.

Agree phasing for delivery, develop business plan and establish long term maintenance requirements.

Develop design ready for planning applications, undertake detailed QS estimates and finalise Business plan.

Build drawings, QS and contract specifications.

Commence phased construction work.

Sign off project, start maintenance and assess economic and social impact.

Governance & Appropriate Procurement

Establish local restoration group. Raise support - build credibility for your vision and for your organisation.

Formalise restoration group as a trust or society. Build informal partnerships with key stakeholders.

Review governance structure for the group to ensure it is fit for purpose. Partnership further developed and agreement on project lead.

Formal partnership sets up legal delivery body or legally agrees delivery arrangements. Contract development if Design & Build Stage C output issued for tender.

Delivery body becomes responsible body for project and appoints Project Manager(s) if not in post. Commence tender procurement procedures.

Prepare for project delivery including briefs for letting or contracts.

Manage projects and contracts.

Start maintenance and monitoring economic and social evaluate.

Construction/Engineering

Map line/points of interest. Explore current risks, threats & opportunities including long term financial opportunities and commitments.

Engineering feasibility– scope how many miles of channel, locks, bridges etc and calculate condition. Complete Asset register completed.

Outline engineering design with cost estimates. Consider implications of CDM. Develop risk register. Calculate steady state (cyclical maintenance) costs.

Draw up briefs for specialist design.

Design details of key elements or structures to improve costings and project works (if opportunity arises).

Finalise design to building drawing (contract letting) stage. Undertake final detailed QS estimates.

Manage letting and administration of contracts. arrange offsite manufacturing of portable elements (ie lock gates).

Complete project, including snagging.

Land Ownership

Establish land ownership. Establish existing utility crossings and wayleaves which may impact on plans.

Seek out landowners. Hold preliminary discussions to identify opportunities and show stoppers (use traffic light system).

Identify initial land-take requirements. Clarify needs for the line and for any access land, etc.

Agree in principle to land transfer.

Attain wayleaves, leases and licenses.

Complete purchase of land or agree wayleaves leases and licenses.

Liaise closely with landowners under lease or license.

Discharge temporary access or wayleaves restoration conditions.

Water Management

Establish where the water supply might come from and likely water demands, plus main flood risk concerns.

Undertake initial flood risk assessment. Produce initial estimates, scoping of boat traffic and other demands on water.

Undertake water resources study and full flood risk assessment.

Secure approvals, agreements and licenses for water abstraction. Discuss and agree flood mitigation works.

Outline technical and functional design and specification of all water supply schemes, water control structures, any flood mitigation works and any monitoring or automation of water control & measurement.

Detail technical/ engineering design of all water supply schemes, water control structures and any flood mitigation works.

Consider flood risk to and from sites during construction (eg temporary abstractions, flood risk to works).

Produce water control manuals (operational for routine and flood/drought control). Establish and maintain procedures for compliance and reporting against abstraction licenses.

Built Heritage & Natural Environment

Compile a brief history of the built heritage of the waterway. Compile an outline of the natural environment along the waterway.

Assess the scope of historic environment impacts - archaeology, history and heritage (listed buildings etc). Assess the scope of impact on the natural environment (SSSIs, LNR etc).

Maintain existing built heritage and natural environment. Develop initial management plans.

Update management plans as circumstances dictate. Detail long term maintenance requirements.

Produce environmental Impact Assessment & studies required for developing the Conservation Management Plan (CMP). Consult with stakeholders.

Finalise management plans. Ensure plans are formally adopted by partners.

Protect and monitor the environment.

Review management plans.

Communication & Involvement

Identify local and national groups who might have an interest.

Identify audiences and potential users of the waterway. Develop a communication plan with key messages.

Develop and implement a plan for 'meanwhile' uses of interpretation, volunteering and maintenance. Create marketing plan.

Maintain the line. Continue to communicate meanwhile uses. Develop marketing activity plan including audience development plan.

Ensure continuous volunteer organisation. Implement marketing activity plan.

Fundraising

Identify local and national groups who might have an interest.

Ensure appropriate governance for fundraising. Fundraise for feasibility studies.

Seek small scale funding for startup projects, ongoing maintenance, detail design, etc.

Develop broad fundraising strategy and apply for funding for major projects.

Develop and submit major funding bids for delivery specific phases. Commence match funding search.

Secure match funding or individual project sponsorship. Plan legacy implementation.

Secure funding and monitor spending.

Complete reports to funders.

Planning Consents

Ascertain if the route of the waterway is safeguarded within the local plan. Understand ambitions of local plans.

Initiate informal discussions about planning permissions. Identify developments which may assist or impact on restoration.

Ensure initial designs integrated into locality (sense of place)/route protected within local plans. Formal pre-application enquiries for key elements.

Prepare outline planning application for project as whole. Prepare planning application and, if applicable, listed building consent for first phase or project element.

Submit planning application.

Discharge of planning conditions.

completion and sign off as required.

Documentation Outputs

- Vision statement
- Map of line - with key points of interest
- Register of landownership
- Outline of built and natural environment
- Line of the canal and linking canals

- Project summary informed by a series of scoping studies including:
- Social and economic benefit
 - Natural environment management plan
 - Archeology and heritage management plans
 - Water resources study and initial food risk assesment
 - Governance document
 - Communication plan

- Waterway sustainability plan
- Partnership agreement
- Meanwhile use plans
- Initial built heritage and natural heritage plans

- Restoration strategy for phased delivery
- Initial business plan
- Fundraising plan and fund bids
- Briefs for specialist works
- Wayleave agreement to lease/ license

- Final business plan
- Detail engineering drawings
- Conservation Management Plan
- Design Access Statement
- Funding bid

- Technical drawings
- QS estimates
- Contracts specifications
- Planning application and supporting documentation

- Built and site drawings and specification
- Project delivery programme with associated risk assessment, method statemetn, health & safety plan

- As built drawings and surveys of all relevant structures/ assets
- Water Control manuals