

Plan of Work

Tasks

		Defining the project as a whole			Transitional Stage	Applies to every identifiable sub-project or phase of delivery			
		A	B	C	D	E	F	G	H
Work Stages		(0) Strategic Definition Establishing a vision	(1) Scoping & Evaluation What you have to work with	(2) Initial Design What are you working towards	Planning for Project Delivery How you will get there	(3) Developed Design What you will build & how	(4) Detailed Technical Design & Major Funding	(5) Construction	(6&7) Hand over/ Use/After care
<b>Headline project management tasks</b>	Establish a VISION – a clear statement of what you want to do and justification of why it should be done. Include in this what the benefits are to the wider community	Scope out the wider benefits- community/economic/ environmental  Establish income generation opportunities, ongoing maintenance liabilities & principles	Initial design concepts  Waterway sustainability plan	Agree phasing for delivery  Develop business plan for project or project element  Establish long term maintenance requirements	Design developed to a point where planning applications can be sought. Undertake detailed QS estimates  Finalise full business plan for project or project element	Build drawings, QS and Contract specifications	Commence phased construction work	Conclude administration of volunteer led project of building contract Maintenance and monitoring commence Economic and social impact assessment	
<b>Governance and appropriate procurement</b>	Local restoration group established  Raise support - build credibility for your vision and for your organisation	Formalise restoration group as a trust or society  Informal ad hoc partnership 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 on 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 already in post  Traditional route tender procurement procedures commence	Preparation for project delivery: Preparation of briefs for letting of contracts for the project, individual elements or phase	Administration of volunteer led projects or building contracts  Project management of individual elements or phases	Maintenance and monitoring commence  Economic and social impact evaluation	
<b>Construction/ engineering</b>	Map line/points of interest  Explore current risks, threats & opportunities including long term financial opportunities and commitments	Engineering Feasibility – can it be done? Scoping study of how many miles of channel, how many locks, bridges, etc. along the proposed route, what condition  Asset register completed	Outline engineering design with initial cost estimates Consider implications of CDM Develop initial risk register Steady state (cyclical maintenance) costs calculated	Draw up briefs for specialist design	Detailed design of key elements or structures to improve costings and to enable works if opportunity arises	Finalise design to building drawing (contract letting) stage  Undertaking final detail QS estimates	Letting and administration of contracts for individual phases or elements  Offsite manufacturing of portable elements (e.g. lock gates)	Snagging and practical completion	
<b>Land ownership</b>	Establish land ownership Establish existing utility crossings and wayleaves which may impact on plans	Seek out landowners. Hold preliminary discussions identify opportunities and show stoppers (use traffic light system)	Initial land-take requirements- Clarify needs for land acquisition both for the line and for any access land, etc.	Agreement in principle to land transfer	Wayleaves, leases, licenses developed	Purchase of land or agreement of wayleaves, leases, licenses completed	Close liaison with landowners under lease or license	Temporary access or wayleaves restoration conditions discharged	
<b>Water management</b>	Establish where the water supply might come from and likely water demands, plus main flood risk concerns	Initial flood risk assessment Initial estimates, scoping of boat traffic and other demands on water	Undertake water resources study and full flood risk assessment	Secure approvals, agreements, licenses for water abstraction  Discuss and agree flood mitigation works	Outline technical design and specification of all water supply schemes, water control structures and any flood mitigation works. Functional design specification agreed for any monitoring and automation of water control & measurement	Detailed technical/engineering design of all water supply schemes, water control structures and any flood mitigation works	Phases to include consideration of flood risk to and from sites during construction (e.g. temporary abstractions, flood risk to works)	Production of water control manuals (operational guides) for routine and flood/drought control  Establish and maintain procedures for compliance & reporting against any abstraction licences	
<b>Built heritage &amp; natural environment</b>	Compile a brief history of the built heritage of the waterway  Compile a brief outline of the natural environment along the waterway	Scoping assessment of historic environment - archaeology, history and heritage(listed buildings etc.)  Scoping assessment of natural environment (SSSI's, LNR etc.)	Maintain existing built heritage and natural environment  Initial built heritage management plan and natural heritage management plans	Update management plans as circumstances dictate  Detailed consideration of long term maintenance requirements	Environmental Impact Assessment & such studies are required for developing the Conservation Management Plan (CMP) Consultation with stakeholder on built, natural and heritage plans	Management plans finalised and formally adopted by partners	Protection and monitoring of the environment	Review management plans	
<b>Communication and involvement - getting others involved</b>	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	Getting the word out - develop and implement a plan for 'meanwhile' uses of interpretation, volunteering and maintenance and marketing plan	Ongoing maintenance of the line Meanwhile and communication uses continued Develop Activity Plan including audience development plan			Ensure continuous volunteer organisation Activity Plan implemented		
<b>Fundraising</b>	Broad understanding of possible funding sources	Ensure appropriate governance for fundraising  Fundraising for feasibility studies	Seek small scale funding for start-up 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  Legacy implementation plan	Funding secured, spend monitored	Complete reports to funders	
<b>Planning consents</b>	Ascertain if the route of the waterway is safeguarded within the local plan  Understand ambitions of local plans	Informal discussion and inquiries regarding planning permissions  Identify developments which may assist or impact on restoration	Initial design integration 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	
<b>Documentation outputs</b>	Vision statement  Map of line - with key points of interest  Register of landownership  Outline of built and natural environment  Line of the canal & linking canals	Project summary informed by a series of scoping studies including: Social & economic benefit, Natural environment management plan, archaeological & heritage management plans, Water resources study & initial flood risk assessment, Governance document, Communication plan	Waterway sustainability plan  Partnership agreement  Meanwhile use plans  Initial built heritage & natural heritage plans	Restoration strategy for phased delivery  Initial business plan for project or project element  Fundraising plan & funding bids Briefs for specialist works  Wayleave agreement to lease/ license	Final business plan for the project or project element  Detail engineering drawings  Conservation Management Plan  Design Access Statement  Funding bid	Technical drawings  QS estimates  Contracts specifications  Planning application & supporting documentation	Build & site drawings and specification  Project delivery programme with associated risk assessment, method statement, health & safety plan	As built drawings and surveys of all relevant structures/assets  Water Control manuals	