EPM PM3 Procedures Manual – Projects flowchart (Gateways)

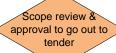
Strategic definition & Prepare brief (prev Feasibility) RIBA stage 0&1 (prev A/B)	Concept Design (prev Concept) RIBA stage 2 (prev C)	Design Development RIBA stage 3 (prev D)	Technical design information RIBA stages 4 (prev E/F)	Tender (prev RIBA stage G&H)	Construction (prev Mobilisation & construction to PC) RIBA stage 5 (prev J)	Handover & close out / In use (prev Post PC) RIBA stage 6&7 (prev L)
Deliverables Appoint feasibility team (incl Environmental Sustainability Advisor, Capital Projects only) Stage 1 report Strategic & Initial Brief Student Experience consultation Design (incl. design guide conformance statement) Risk Register (project and design) Budget / cost plan Programme KPI benchmarking e.g. environmental sustainability Student experience consultation Prepare CDM Tracker	Deliverables Appoint design team (incl PD) Stage 2 report Final Project Brief Student Experience consultation Design (incl. design guide conformance statement) Space Data Request form (major projects only) Project Strategies Risk Register (project and design) Budget / cost plan Programme Procurement route Environmental sustainability project tracker Student experience consultation Update CDM Tracker	Deliverables Stage 3 report Client Brief Student Experience consultation Design (incl. design guide conformance statement) Project Strategies Risk Register (project and design) Budget / cost plan Programme Procurement route Environmental sustainability project tracker Student experience consultation Update CDM Tracker UoM procurement advice (via consultation)	Deliverables Stage 4 report Client Brief Student Experience consultation Design (incl. design guide conformance statement) Project Strategies Risk Register (project and design) Budget / cost plan Programme Procurement route Environmental sustainability project tracker Student experience consultation Update CDM Tracker Update on UoM procurement advice (via consultation) Agreed Compound locations	Tender documents: Letter Evaluation criteria Generic Preliminaries Project Specific Preliminaries Design / Production information Bills of Quantities / Schedule of Work & form of Tender Pre Construction Information Waste Minimisation strategies Student experience consultation Update CDM Tracker Tender report Insurance form, works	Deliverables Agreed delegated levels of authority Monthly reports Environmental Sustainability project tracker H&S File & O&M manual Student experience consultation Update CDM Tracker	Deliverables Hand over to help desk Archive records Environmental Sustainability project tracker Top 10 lessons learnt & best practice Update CDM Tracker Insurance form, new building / change of use
Confirm IT Strategy for the project Confirm infrastructure availability / need for reinforcement Indicative number of main comms rooms / switches Initial budget	Activities Review design updates and confirm IT Strategy followed and assumptions regarding infrastructure maintained Solution Design including physical infrastructure specification Updated budget	Activities Provide Wi-Fi initial design Updated budget	Activities Provide IP addresses Update Wi-Fi initial design Updated budget	Activities	Activities Clerk of Works (on site quality review) Finalise Wi-Fi initial design Patching Witnessing commissioning	Activities Final equipment connections (organised by School not project) Maintenance (Business as usual)
Business case approved at CPSC Strategic brief and Vision agreed Financial approval gained	Check list Final Project brief agreed Concept (outline) design & Project Strategies meet Final Project Brief and Vision	Developed design and Project Strategies meet Final Project Brief and Vision	Check list Technical design and Project Strategies meet Final Project Brief and Vision	Check list Tender design meets Final Project Brief and Vision	Check list Agreed decant and occupation plan Feedback on process	Agreed process for dealing with defects



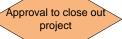






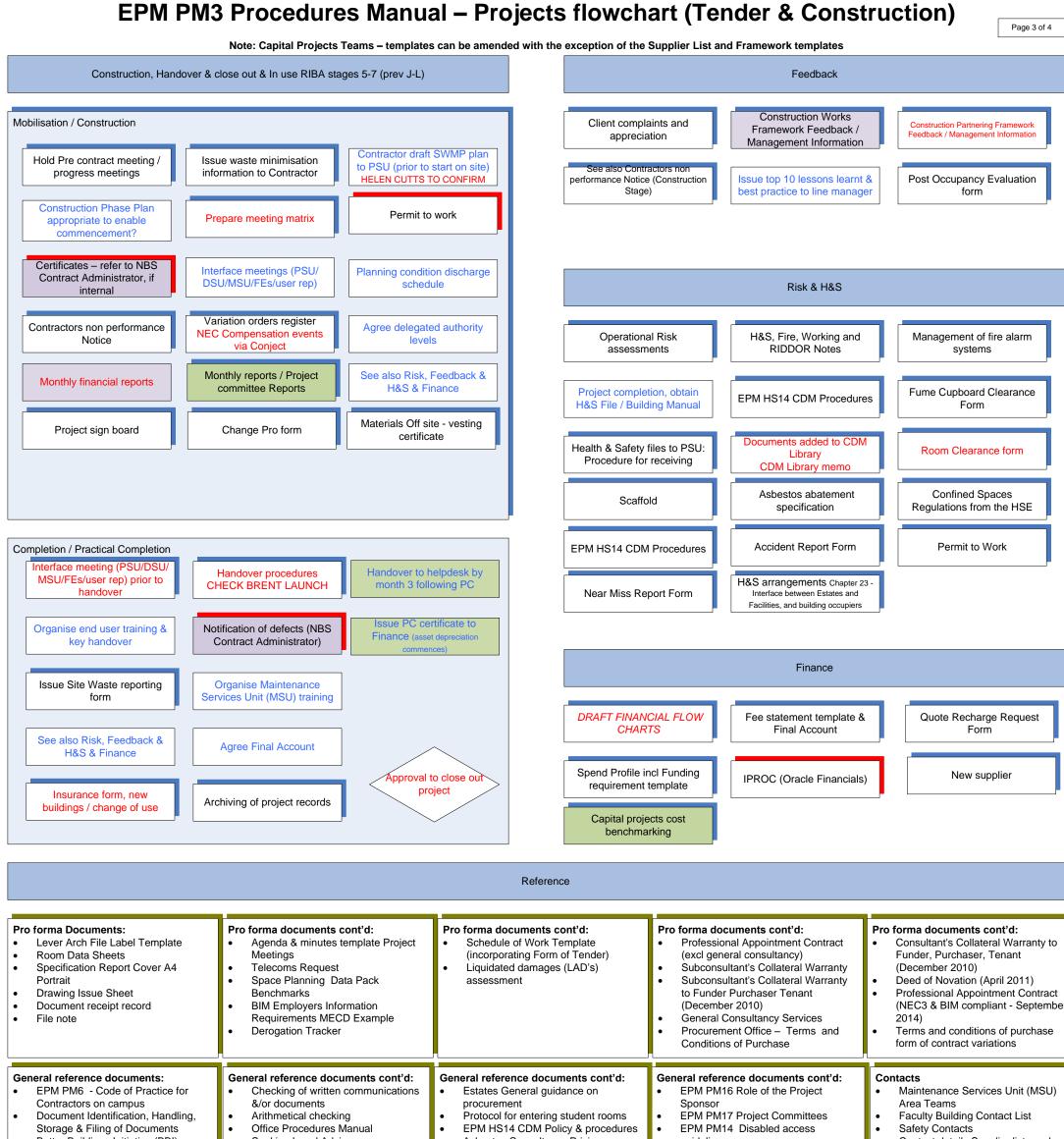


Approval to appoint / mobilise Stage 6



MANCHESTER 1824 EPM PM3 Procedures Manual - Projects flowchart (Feasibility & Design) Note: Capital Projects teams - templates can be amended with the exception of the Supplier List and Framework templates Strategic definition & Prepare brief (prev Feasibility) Design RIBA stages 2-4 (prev C-F) RIBA stage 0&1 (prev A/B) Project raised & allocated to unit & PM at project including Designer Risk allocation meeting Assessments Set up email storage Produce Derogation Tracker Receive Project Source Code (non-conformances with EPM (account code) Complete & issue Capital PM7 Code of Practice Project Information Form Project file index incorporated into electronic Statement regarding folder structure & hard copy conformances with CDM Identify need for Site Waste files Policy & Procedures Management Plan HELEN Determine construction procurement route / Form of Check strategic brief and Contract Seek Client Brief business case are signed off Cost Plans and benchmarking proforma **Establish Project Committee** EPM PM17 Complete Environmental Agree approval stages and sustainability Project tracker approvers with line manager Repeat actions as necessary LINK TO HS14? For example - Capital Projects will require further Stage reports Waste minimisation prior to proceeding to tender proposals / strategies Produce or review project Add to Jobs on site / in design schedule programme Risk Register Assess team requirements (internal resource availability / need to Fee Bid) & if Notifiable under CDM Regulations Obtain asbestos survey information or undertake Create Spend profile incl Create Capital Project report Prepare Fee calculation & surveys, if applicable Funding requirement (based issue to DSU Manager (ask admin for template) on information available) Space benchmarks Seek Financial Approval via PMS (PM System) Notify fund holder in writing TBC – other actions that Financial Approval has Note: Rolling Appointment been sought incl value has pre-agreed fee Stage 2/3/4/5 report Add profile to Project check deliverables Note - orders can now be Gateway - check deliverables Management System placed / invoices paid (monthly thereafter) Procurement: discuss with Unit Manager, Central Procurement Office & Legal ITQ (tender) list / for Rolling Consultant Procuremen Counsel refer to Deputy / Head of Appointment request tender Capital Projects list Attach typical consultants list incl client direct e.g. acoustician, ESA etc Gateway Complete & issue ITQ letter oproval to proceed and attachments by post, Ensure approval noted in to Stage 3/4/5 (see email or Intend Log in PMS names of Verify Fee Bid request has Create tender return form for consultants asked to issue been received Fee Bids <£25k Fee Bids, if >£25k (unless Intend used) Asbestos Survey **Produce Production Evaluate Consultant tender** Information, if applicable returns Application for Statutory Update PMS with approved Complete Tender Record Development Control consultant, if >£25k form part 2 Approvals (Planning etc) Contracts & notifications via Prepare / update Designer Issue Consultant Advise unsuccessful Central Procurement Office **Risk Assessments** Appointment letters & raise Consultants Legal Counsel once purchase orders Purchase order raised Prepare / update Risk Signed contracts issued to CPU Admin for scanning and central filing **Update Cost Plans** Issue Schedule of Establish Project Directory Design Team meeting(s) Information to Project Team Seek additional Financial Approval via PMS, if required Issue monthly progress Work up concept, ratify Agree compound location reports (ATTACH LTM & CPU budget; programme & Request conject "site" with PSU/ stakeholders & produce risk register book CTS spaces if needed Stakeholder review Update CDM Policy & **Project Committee Meetings** CDM review meeting(s) meeting(s) **Procedures Tracker** proval to proceed ADD LINK to Tender (see proval to proceed **Produce Project Execution** to Stage 2 (see Issue Insurance form to gateways) Directorate of Finance Reference documents for all stages shown on page 4

MANCHESTER EPM PM3 Procedures Manual – Projects flowchart (Tender & Construction) Page 3 of 4 The University of Manchester Note: Capital Projects Teams - templates can be amended with the exception of the Supplier List and Framework templates Tender (prev RIBA stage G-H) For all other procurement i.e. Speak to line manager Works are construction works specialist or non-framework consult line manager, Central Procurement Office & Legal Counsel Yes >£10m-Yes <£10m Procure through Construction Procure through Construction Partnering Framework (CPF), Works Framework unless agreed otherwise with line manager Generic (tender) list: Letter Capability Assessment, via Evaluation criteria Intend Preliminaries Design / Production information Bills of Quantities / Schedule of Work & form of Tender Evaluate and discuss with Pre Construction Information Framework Manager Waste Minimisation strategies Tender return labels Direct Award notification Mini competition notification letters, issued by framework letters, issued by framework Scope review & manager via Intend manager via Intend approval to go out to tender Mini competition documents issued via Intend Add contractor names to PM System, unless Intend in use **Evaluation & produce Tender** Report Issue documents by post, email or Intend Sealed bid returned to 3rd Floor Beyer & opened by Director Gateway - check deliverables of Estates & Facilities. Then issued to PM/CR, unless Intend in use Evaluation & produce Tender valuate and discuss Unit manager approval to with Framework & Line proceed Manager Complete Tender Record Form part 2 & issue as appropriate Seek/request additional Financial Approval, as applicable (PM system) Update PM System. • Works are not to proceed or Contractor to be appointed Raise Purchase Requisition Notification letters, issued by Inform Inform successful tenderer in Oracle Financials do NOT framework manager via unsuccessful tenderers issue PO to Contractor Intend Letter of Intent - in Project QS to complete exceptional circumstances contract (incl PO number) for Project QS to complete only (see Estates general CR/PM review (Preguide on procurement) contract (incl PO number) for construction Services CR/PM review agreement or Construction contract) Issue to Contractor for signature / sealing Issue to Director of Estates for signature. Sealing by Finance proval to proce to stage 6 (see ssue signed copies (one to Signed contracts issued to gateways) contractor and one to Project CPU Admin for scanning and file UoM records) central filing Reference documents for all stages shown on page 4



- Better Buildings Initiative (BBI)
- EPM PM7 Design Team Guide
- EPM HS25 Asbestos Management Plan
- Teaching space access for building
- Faculty Building Occupation List
- Building Information (including photos, floor, roof & evacuation plans) - Web Central / Archibus
- NBS Building (Specification) Calculation & technical note proforma
- Permit to Work System (for surveys /
- Oracle Financials
- UoM suppliers database (CUPID/ GeM/ UniBuy)

- Seeking Legal Advice
- Plotter scan image link EPM PM19 - Structure Cabling
- PM System Guidance (new system
- EPM PM4 Client Representative
- Capital Projects –Scope of Services
- JCT11 Minor Works

JCT Standard Building Contract XQ

(NEC3 & BIM compliant - September

- EPM G5, 5a & 5b CAD standards
- Specification
 - document TBC)
 - (University Project Manager) for
 - Crime Reduction Advice Sheet Invitation to Quote (ITQ) addendum

 - JCT11 Intermediate

- Asbestos Consultancy Pricing
- Planning & Resources Committee Approval Process for Capital and
- Special expenditure Capital & Special Revenue Business
- Handy Guide to Capital Expenditure
- Capital business case over the OJEU threshold
- **Building Better Buildings Initiative** services - Architect
- **Building Better Buildings Initiative** services - M&E **Building Better Buildings Initiative**
- services C&S **Building Better Buildings Initiative**

Key

EPM PM15 Project Sponsor Handbook

services - ESA

- guidelines
- EPM PM2 Project allocation and project monitoring process
- EPM PM8 Standard Electrical Specification
- EPM PM9 Standard Lift Specification Clerk of Works Professional
- Appointment (Agreement) Nominations for External Awards and
- Prizes Conject
- Cost Benchmarking
- NEC UoM Supervisor role schedule of services
- RIBA Plan of work green overlay
- Procurement VFM Guide **Master Drawings**
- **Roof Access Plans**

- Contact details Supplier lists and Framework
- Asbestos contact details

Action

Electronic system or tool to be used

Applicable to DSU only

Area of flow chart yet to be completed - speak to Paul Williams, David Sims or Sam Johnson for direction

< means less than > greater than

Procedures Manual standard document

Documents to be compiled / added to the manual

Applicable to Capital Projects