## **Project Plan Timeline – As of September 2019**

| TIMELINE: OP                              | TION 3 - Te Tahuhu o Te Rangi   |                          |          |   |                           |   |   |        |        |        |        |        |        |        |          |       |        |        |       |   |
|---|---|--------------------------|----------|---|---------------------------|---|---|--------|--------|--------|--------|--------|--------|--------|----------|-------|--------|--------|-------|---|
| Phase                                     | Proposed Way Forward  | Who                      | Jul-19   | Aug-19                                  | Sep-19                    | Oct-19  | Nov-19                                    | Dec-19 | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 | Jun-20 | Jul-20 A | ug-20 | Sep-20 | Oct-20 | Nov-2 | 20 Actions / Focus  |
| Approval (inc<br>funding<br>confirmation) | PGF Decision : Digital Hub application                                      | PDU                      |          | Decision                                |                           |   |   |        |        |        |        |        |        |        |          |       |        |        |       |   |
|   | Council Decision to proceed - following consultation                        | ODC<br>Councillors       |          |   |                           |   |   |        |        |        |        |        |        |        |          |       |        |        |       | Council meeting: 5 September 2019                             |
|   | Baytrust Funding request  | ODC /<br>Baytrust        |          | application -<br>mplete                 | Shortlisting<br>Confirmed | Business case<br>and<br>presentation<br>prepared. | Funding<br>decision                       |        |        |        |        |        |        |        |          |       |        |        |       |   |
|   | <u>Lotteries</u> Funding request  | ODC /<br>Lotteries       | Submit   | <u>Submit application</u>               |                           |   | Funding decision                          |        |        |        |        |        |        |        |          |       |        |        |       | Note : submit application by 28/8/19                          |
| Project<br>Preparation                    | Set up Management Steering Group  | ODC                      |          |   |                           |   |   |        |        |        |        |        |        |        |          |       |        |        |       |   |
|   | Appoint Project Manager   | ODC                      |          | Tender for Project Manager, and appoint |                           |   |   |        |        |        |        |        |        |        |          |       |        |        |       |   |
|   | Consult Library staff to confirm layout                                     | ODC                      |          |   |                           |   |   |        |        |        |        |        |        |        |          |       |        |        |       |   |
|   | <u>Update Drawings (</u> as required)                                       | Architect                |          |   |                           |   |   |        |        |        |        |        |        |        |          |       |        |        |       |   |
|   | Tender process for build  | ODC / PM                 |          | Finalise Tender Plans                   |                           |   | External tender process, and negotiations |        |        |        |        |        |        |        |          |       |        |        |       |   |
|   | Building consent approved   | ODC / PM /<br>Contractor |          |   |                           |   | Apply<br>build<br>cons                    | ling   |        |        |        |        |        |        |          |       |        |        |       |   |
|   | Ready to start Build  | Contractor               |          |   |                           |   |   |        | فو     |        |        |        |        |        |          |       |        |        |       |   |
| Procurement of<br>land                    | <u>Delegated Authority</u> provided to CE to sign sale / purchase agreement | ODC                      | Complete |   |                           |   |   |        |        |        |        |        |        |        |          |       |        |        |       | Completed 23 July 2019  |
|   | Draft Sale & purchase agreement   | Cooney Lees              | Complete |   |                           |   |   |        |        |        |        |        |        |        |          |       |        |        |       | Completed 6 August 2019                                       |
|   | Agree price with landowner  | ODC                      |          | Complete                                |                           |   |   |        |        |        |        |        |        |        |          |       |        |        |       | Completed 9 August 2019                                       |
|   | Signed agreement in place with landowner                                    | ODC                      |          | Complete                                |                           |   |   |        |        |        |        |        |        |        |          |       |        |        |       | Completed 16 August 2019 -<br>Settlement Date 31 October 2019 |
|   | Service Lane - Road Stopping Process  | ODC                      |          |   |                           |   |   |        |        |        |        |        |        |        |          |       |        |        |       |   |
| mplementationm                            | Build Proceeds  | Contractor               |          |   |                           |   |   |        |        |        |        |        |        |        |          |       |        |        |       |   |
|   | Buiding commissioned & handed over - project complete                       | Contractor               |          |   |                           |   |   |        |        |        |        |        |        |        |          |       |        |        |       |   |