

## End Stage Report

Stage seven: 11<sup>th</sup> August 2011— 10<sup>th</sup> October 2011

Written by Emma Grant, 13<sup>th</sup> October 2011 and 24<sup>th</sup> October

### What is an End Stage Report?

**Purpose** An End Stage Report is used to give a summary of progress to date, the overall project situation, and sufficient information to ask for a Project Board decision on what to do next with the project.

The Project Board uses the information in the End Stage Report in tandem with the next Stage Plan to decide what action to take with the project: for example, authorise the next stage, amend the project scope, or stop the project.

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### Revision History

Revision Date	Summary of Changes	Changes Marked
27.10.11	Spelling mistake front page	no

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### Approvals

By whom	Approval noted in:	Date of approval	Version
Project Board	Minutes of meeting	27.10.11	1.0

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### Distribution

Name	Date of Issue	Version
Project board: John Fraser, Pauline White, Nic Smith, Seonaid Maclean Bristol, Karen Anderson, Caroline Dearden; Martin Taylor	24.10.11	0.1

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**Project Manager's Report**

Within stage seven, the visible progress has been huge. The glu lam frames and timber kit for the community centre are almost complete. The first fix on electrics has started and tiling is complete. There has been a notable increase in community interest and involvement. Volunteers have come forward to progress soft landscaping and various community group representatives have been taken on site to review how events will be run in 2012. An invitation has been drafted to the entire community for the topping out ceremony and plans for the opening event are progressing. Two site meetings have been conducted during August and September.

**Review of the Business Case**

No change to the business case.

**Review of Project Objectives:**

**Time:** End date of 25<sup>th</sup> April 2012 remains the same. The opening event is being planned for July 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup>, but these dates are to be confirmed.

**Cost:** The project is currently within budget with a contingency remaining of just over £20K

**Quality:** no change to quality

**Scope:** no changes in scope

**Benefits:** no benefits will be seen until after the project is complete.

**Risk:** no change in overall risk strategy, see below for risk updates

**Overall Strategies and Controls:** during this stage reviews were held of the risk log, the issue log and the customer quality expectations

**Review of Stage Objectives**

**Within the construction group:** The fourth and fifth site meetings were held on 22<sup>nd</sup> August and 21<sup>st</sup> September respectively. The contractor is making good progress although there has been slight delay due to inclement weather and due to the order the timber kit was delivered. The electricity supply line has been sorted out within this stage. All options have been reviewed and we are left with the less than ideal position of the main single pole sitting in front of the building, close to the road. The sewer connection has been completed with minimal disruption to traffic in the village. The main building is on schedule for being "topped out" (highest point reached) for the celebration on the 12<sup>th</sup> November.

**Within the finance group:**

Since distributing the fundraising leaflet the community have raised over£9,000 towards the cost of stage equipment, external furniture and interest on the bridging loan. We continue to work closely with the funders and TSL to minimise the cost of interest on the bridging loan. Based on current calculations, we have already raised sufficient funds to cover the cost of the bridging loan. Work is underway to

organise a second mainland ceilidh and prizes are being gathered for a repeat of the successful “Big Raffle”.

#### **Within the opening group:**

The project board had an initial meeting to collate ideas for the opening event. A 3 day festival is planned for 12th, 13th and 14th July 2012 (dates tbc). The hope is to have a range of activities which will please our diverse community. Ideas so far include: Phil Cunningham and Aly Bain concert; puppet workshop; magician, concert of local and Coll-connected musicians; adult ceilidh; children’s ceilidh; Oban Fiddle Orchestra; sports activities; art exhibit; photographic exhibit (Coll then and now); Kyle String Quartet. As part of the invitation to the topping out ceremony, the above information has been included, along with an invitation to get involved in organising the event.

#### **Within the communications group:**

Invite has been drafted for the topping out ceremony (sent out 25<sup>th</sup> October). This event will be used as a focus for gathering community ideas on a new logo and landscaping. This follows discussions with Mairi and Ross about a new logo and discussions with Ces and Heather about landscaping.

#### **Review of Team Performance**

The team continue to work well together. The time spent by Pauline on the review of loose fittings and furnishings was truly appreciated. With the summer coming to an end, organisers of annual events are now looking to host their 2012 gigs at An Cridhe. It has been particularly enjoyable to be having discussions about the future of the Show, the Half Marathon and school activities.

#### **Lessons Report**

While it is a good thing for the User Group to maintain a broad understanding of the stages for construction, ie not get into the fine detail, it is also important for the planning of a stage to include sufficient detail for the User group to be aware of points that will require their input.

#### **Issues and Risks:**

A number of issues have been raised by members of the community within this stage, which reflects the increased level of interest as the buildings become a visual reality. An issue could be anything from a concern or worry; to a request for a new item or infrastructure. For example, Steve, with his Half Marathon hat on, raised a concern that the current placing of the bins would have a negative effect on the potential courtyard/gazebo area created by the L shape of the kitchen wall and the multi function room wall. This led to the external drawings being re drafted. Another example is Heather and Karen making a new request that the access to the stalls area in front of the building is accessible on a regular basis with 4 wheel drive. This idea is currently being reviewed and costed as it signifies a change from grassed area to hard standing. Previous consultation with users had indicated that 4 wheel drive access

would only be occasional and therefore a grassed surface was fine. Another issue that moved significantly within this period were the concerns raised by a number of individuals about having a real stove in the shared space. Concerns included worries about material storage, cleanliness and general management of a fireplace. Taking all the concerns into consideration and after reviewing the various options the Project Board has decided to go for an electric “optymist” version.

There has been little change in the risk register during this stage. The risk associated with potential damage to water pipes as a result of connecting to the sewer has been closed as this work is complete.

### Forecast

Site meetings 6 and 7 are due to take place within this period; construction work will progress on both the bunkhouse and the community centre with An Cridhe set to reach another significant milestone when the highest point of construction is reached in early November. A review of the room data sheets for An Cridhe will occur in this stage with sign off for a locking schedule, finishes and the kitchen design. Work will continue on the planned festival to celebrate the opening of the centre and bunkhouse, as will work to raise the funds for items not included in the original package. The “topping out” event, to celebrate the highest point in construction being reached is scheduled for November 12<sup>th</sup>.

### For the record:

*Most up to date documents are:*

Bunkhouse ground plan: AL(0)401- B GA Plan A1 Landscape, Rev J

An Cridhe ground plan: AL(0)101- CC GA Plan A1 Landscape, Rev R

Site plan: AL(0)005- Proposed Plan Setting Out A1 Landscape Rev B

Project Initiation document: version 5.0

Customer Quality Expectations: version 3.1

Issue register: version 3.4

Risk register: version 5.0