

End Stage Report

Stage seven: 11th October 2011— 20th January 2012

Written by Emma Grant, 23rd and 24th Jan 2012

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.

Revision History

Revision Date	Summary of Changes	Changes Marked

Approvals

By whom	Approval noted in:	Date of approval	Version
Project board	Minutes 30.1.12	30.1.12	1.0

Distribution

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

Project Manager's Report

Within stage eight, the highest point of construction was reached for An Cridhe. There followed a very successful "topping out" ceremony which over one hundred members of the community attended. During this stage site meeting 6 and 7 took place on either side of the New Year. The site was closed for 3 weeks over the holiday period. A review of the room data sheets for An Cridhe has been carried out. Progress has been made in organising the opening event. We have a draft schedule which has been approved by the directors and a small working group will be meeting in early Feb to plan further. The landscaping group had their first site meeting and plan another meeting for late January. A number of applications are either in progress or have been submitted for the additional fundraising required. A group of volunteers are organising a ceilidh on the mainland (25th Feb) and a quiz night is planned for mid April.

The bunkhouse is now at the stage where external cladding, rainwater goods and internal finishes are being worked on. The bunkhouse first fix on electrics and plumbing are complete as is the plaster boarding, windows and timber frame. TSL are waiting on delivery of flashings (rainwater goods) for the main building before they can progress further with external works. In the meantime stone work is being carried out for both entrances, the stage is being constructed in the main hall and the shared space is being sheeted. First fix on main building's electrics is complete as is timber frame, glu lams, roof truss and floor screed.

Review of the Business Case

No change to the business case.

Review of Project Objectives:

Time: The construction element of the project is now three weeks behind schedule, although it is anticipated that the Bunkhouse will be completed by 25th April 2012. The opening event is being planned for July 11th, 12th, 13th and 14th. The change in construction schedule does not affect this deadline

Cost: The project is currently within budget with a contingency remaining of just over £13K

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: management folders were under general review (issue log, risk register). A finance review was conducted in Nov 2011 and the lessons learned log is due to be updated with information from the recent research trip to Arrochar and Mull.

Review of Stage Objectives

Within the construction group: The sixth and seventh site meetings were held on 23rd November 2011 and 9th January respectively. The contractor is reporting a three week delay in the programme. 6 days lost to inclement weather plus delay in delivery of flashings for An Cridhe. The Room Data sheets have been signed off in principle with details on shelving still under discussion. The main building's locking schedule, finishes and kitchen design are now signed off. The main building has been topped out.

Within the finance group:

Organisers for the fundraising ceilidh are working hard on ticket sales, corporate sponsorship and general event management. The current additional fundraising total stands at well over £15k, with events and applications due to bring in a further £35K. Plans for a repeat of the successful "Big Raffle" have been shelved as organisers felt it would be running too close to the ceilidh. A much smaller scale quiz night is planned around the Easter holidays.

Within the opening group:

A draft schedule has been approved by the directors of DC. Work on this will now continue with the newly formed working group for the event. It is hoped that sponsorship can be found on the back of the anticipated high profile dignitary due to conduct the official ceremony. The official opening will occur on Wednesday 11th July with a range of activities occurring over the following three days.

Within the communications group:

All islanders and off islanders on the Development Coll database received an invitation to the topping out ceremony. The event was a great success with over 100 people in attendance. Mairi gathered people's thoughts on the issue of a new logo. These have been passed to Ross and will inform his design. Ces and Heather had information and ideas for discussion about the soft landscaping. Invite has been drafted for the topping out ceremony (sent out 25th 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 effort undertaken by TSL to make the site welcoming and safe for the community on the Topping Out ceremony was greatly appreciated. The team continue to work well together.

Lessons Report

Advice gathered on research trip:

- get a decent kitchen in situ as this will make money in the long run. Only get stainless steel, Formica would be a waste of money
- be prepared for staffing and operations (management committee in place well in advance)

- make sure during handover period that information is site specific and that more than one person has good working knowledge of the building

Issues and Risks:

The issue register has been revised to separate issues that will need monitoring and action post build, and ones that are more immediate. Issues such as public phone provision have been raised by members of the community. These were discussed at Project Board level and a course of action agreed. There has been little significant change in the risk register during this stage. Risks are reviewed by the design team and the project board. Risks are brought in front of the directors if appropriate. One such risk was identified when a situation arose surrounding a verbal claim of prescriptive access across the An Cridhe field. It was unanimously decided by directors attending the meeting that Development Coll should follow the advice and pattern of procedure recommended by company's lawyer.

Forecast

Site meetings 8 and 9 are due to take place within this period on Feb 8th and March 7th respectively. In addition a meeting with key sports players in the community is planned on site on 31st January in order to be able to sign off the strategy for rebound boards/glu lam protection.

Construction work will progress on both the bunkhouse and the community centre. The bunkhouse is now at the stage where external cladding, rainwater goods and internal finishes are being worked on. For An Cridhe, stone work is being carried out for both entrances, the stage is being constructed in the main hall and the shared space is being sheeted.

Final quotes are due to be received for the An Cridhe kitchen and a final decision is required on strategy and design for the reception desk and bar. Decisions are also required on the lockers in the bunkhouse. Information re opening event is to go out to all stakeholders. The management committee needs to be set up in this stage, job adverts for the co-ordinator, cleaner and book keeper need to be in place. Work will continue on additional fundraising and research/purchase of fixtures and fittings, including the spec for the stage equipment.

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 S

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

Project Initiation document: version 5.1

Customer Quality Expectations: version 4.1

Issue register: version 4.1

Risk register: version 5.2