

## End Stage Report

Stage six: 7<sup>th</sup> May 2011—10<sup>th</sup> August

Written by Emma Grant, 10<sup>th</sup> August 2011

### 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 of PB meeting	23.8.11	1.0

---

### Distribution

Name	Date of Issue	Version
Project board: JF, PW, NS, SMB, KA, CD; MT (Martin Taylor of TSL)	11.8.11	0.1

**Project Manager's Report**

Within stage six, the substructure has been completed for both the bunkhouse and the community centre. The bunkhouse has been topped out and is now wind and water tight. The glu lam frames and timber kit have been delivered to site for An Cridhe. A fundraising leaflet for elements out with the works cost has been produced. Three site meetings have been conducted and members of the project have been working closely on design, works and cost issues. All major provisional sums have been finalised and much work has been done on the overall landscaping of the site.

**Review of the Business Case**

No change to the business case.

**Review of Project Objectives:**

**Time:** The main contractor, TSL, anticipates the build to take a year. The end date for construction is set for April 25<sup>th</sup> 2012. A handover period of three months is currently scheduled, though this is under review. It is currently anticipated that the centre will open for business in July/August of 2012

**Cost:** The project is currently within budget with a contingency remaining of just over £27K

**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**

**First site meeting conducted:** The first site meeting was held on 12<sup>th</sup> May 2011. Due to the extension of this stage, site meetings 2 and 3 were also conducted. They were held on 20<sup>th</sup> June and 27<sup>th</sup> July 2011 respectively.

**Construction objectives:** 4 distinct "products" have been established for both buildings. These are: substructure complete; topping out; wind and water tight and final completion. The first three products are complete for the bunkhouse, and the first product is complete for An Cridhe.

**Finance objectives:**

A system of cost reports and updated cash flows has been established to ensure close and accurate monitoring of the project. All of the major provisional sums have been finalised. A leaflet has been produced for those elements out with the works cost which require additional fundraising

**Design objectives:**

The bunkhouse room data, general arrangement and engineer's drawings were reviewed. An equivalent review for AC is due to start in stage seven

**Review of Team Performance**

TSL are proving to be extremely considerate and professional in all their dealings. Allan Paterson has been very welcoming in approaches from the community to reuse any waste from the site. The Recycoll group are benefitting from reuse of "elephant" bags and potentially may also use any chippings or sawdust for their composting project. The people behind the scenes are invaluable to the smooth running of the project. In particular the effort of TSL's quantity surveyor, Dave Stewart, who is working alongside Jim Workman and Tommy McQuade of Morham and Brotchie in order to get best value for money are greatly appreciated.

**Lessons Report**

No particular lessons learned during this stage

**Issues and Risks:**

An issue that became a priority for this stage was finding a balance between sports and other users of the hall. The project board realised that the glu lam beams were projecting into the space and have been looking at various options to ensure that the needs of sports activities can be met. Solutions are due to be developed in this stage.

The issue of soft landscaping met with a positive response when an appeal was put out in a Development Coll Newsletter. Heather Davis and Ces Porrelli have expressed interest in developing this idea from the point of view of generating cuttings and landscape design.

The risk associated with contingency being exceeded has been reduced as the major provisional sums have all now been finalised and the substructure is complete for both buildings.

**Forecast**

Site meetings 4 and 5 are due to take place within this period; construction work will progress on both the bunkhouse and the community centre. The work on the centre will have the most visual impact as the glu lam frames and timber kit are erected. Topping out is not anticipated to occur until early on in the next stage. A review of the room data sheets, general arrangement drawings and engineer's drawings will start in this stage. The project board is starting to look to the opening of the centre and bunkhouse, with work to start on organising the opening event and establishing a brand for the buildings. Work will also start on fund raising for the items out with the works cost. The project board

is also organising a celebratory event for when An Cridhe is “topped out”, ie when the highest point is reached on the building. This is expected to occur in the first half of October, dates to be confirmed.

**For the record:**

*Most up to date documents are:*

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

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

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

Project Initiation document: version 4.1

Customer Quality Expectations: version 2.2

Issue Log: version 2.2

Risk register: version 4.3