Highways Project Plan

APPENDIX A

Project Name : Sutton Highways Contract
Project Manager: Mehmet Mazhar
Commissioning Team: Dan Hodges

No.	Actions/Activities	Activity Owner	Dates start	Dates end	16/01	23/01	30/01	06/02	13/02	20/02	27/02	06/03	13/03	20/03	27/03	03/04	10/04	17/04	24/04	01/05	08/05	15/05	22/05	29/05	05/06	12/06	19/06	26/06	03/07	10/07	17/07	24/07	31/07	07/08	14/08	21/08	28/08	04/09	11/09	18/09	25/09	02/10
					Time Frame (Week Beginning)																																					
1	Business Case																																									
1.1	Write report for commissioing support board				16																																					
1.2	Write spec/contract data																																									
1.3	Prepare NEC3 contract																																									
1.4	Get legal input																																									
1.5	Final adaptation for report to committee																																									
1.6	Submit report for committee																																									
1.7	Environment and Neighbourhoods committee			30/03											30																											
2	Tender																																									
2.1	Invitation to Tender																10				8																					
2.2	Visit live sites																	17																								
2.3	Close of clarifications window																		28																							
2.4	Tenders received																				8																					
2.5	Tender evaluation																					15			9																	
3	Post Tender																																									
3.1	Moderation meeting																								9																	
3.2	Write award report																								9	17																
3.3	Award report signoff - delegated authority																										22															
3.4	Send award and unsuccesful letters																											26														
3.5	10 day standstil																											26	6													
3.6	Send end of standstill letters																												6													
3.7	Mobilisation period																												7													
3.8	Contract start																																									2

Legend:

- completed (task opened and finalised)
- In progress (task opened and in progress to target date)
- future activity
- outstanding
- Key milestone

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