

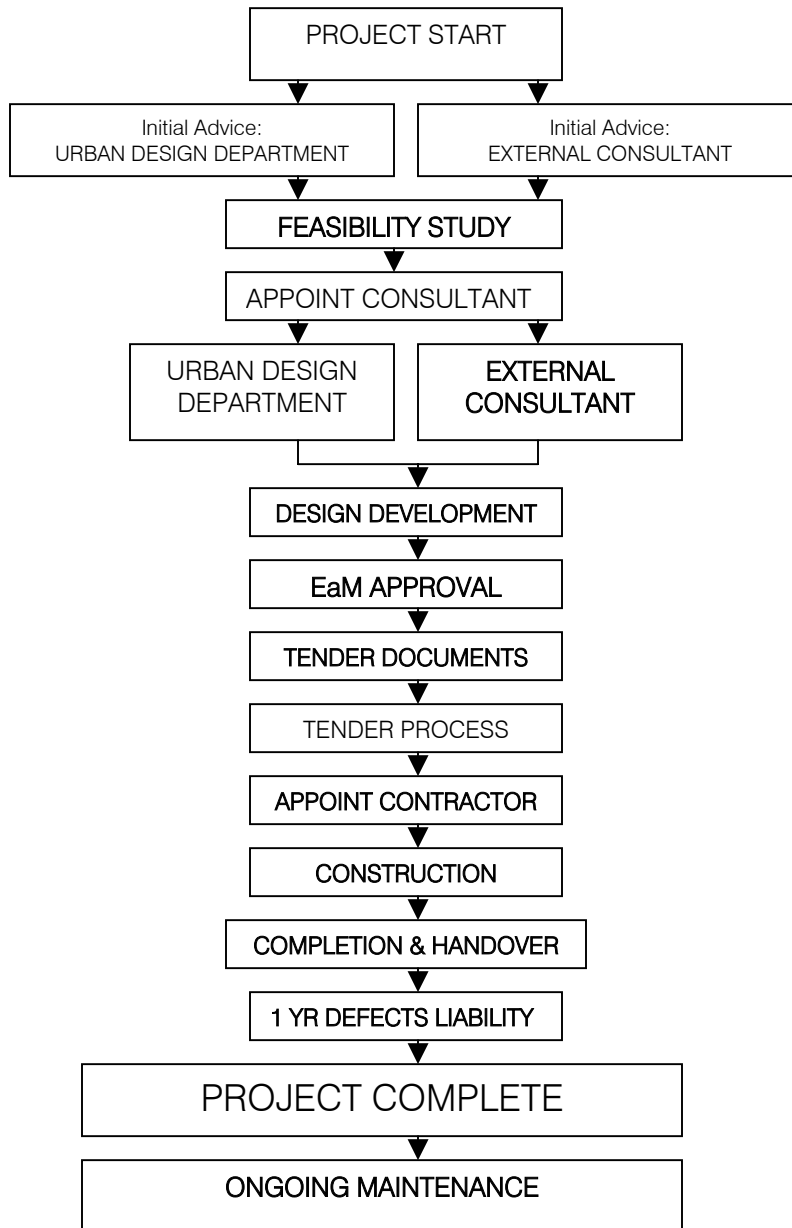
C FLOWCHARTS & CHECKLISTS

What flowcharts and checklists are included in the Handbook?

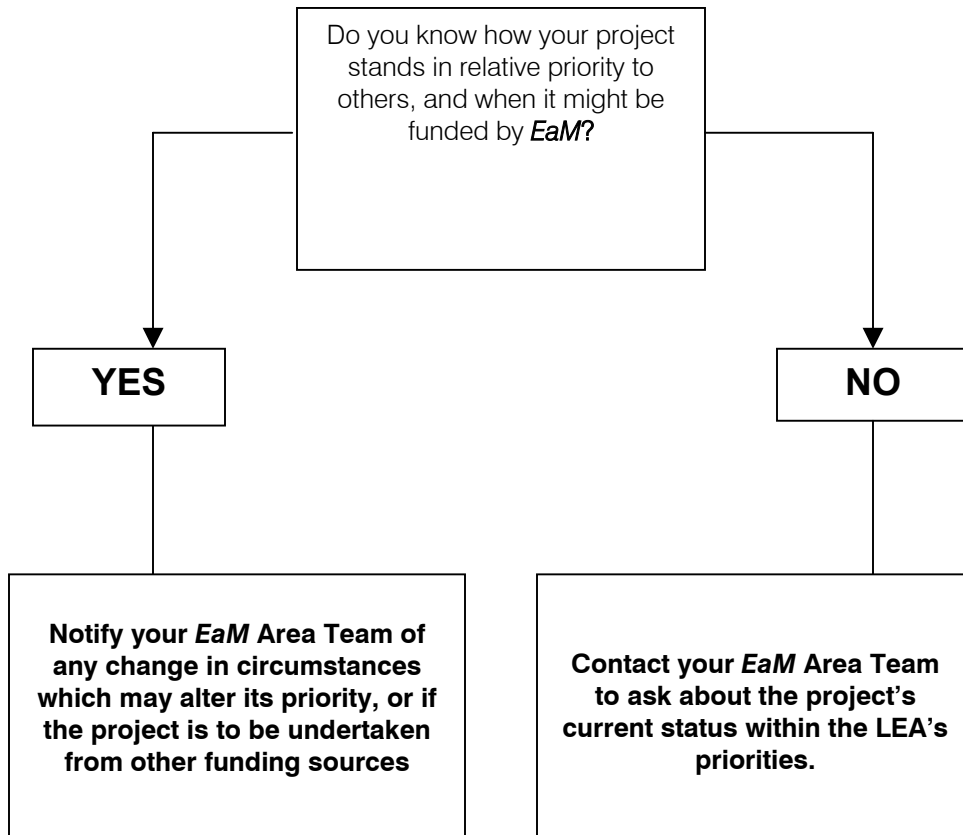
There are four flowcharts and one checklist included in this edition of the Handbook, as follows:

- **The Generic Construction Process:** illustrating the process for projects managed by the Urban Design Department, and those managed by external consultants.
- **Project Prioritisation Process for LEA-Led Projects:** a summary of the funding allocation process.
- **Procurement Process:** provides an overview of the different procurement paths, as dictated by the source of funding.
- **Heating Failure:** a summary of the procedures to be taken in the event of school closure due to heating failure.
- **Project Manager/Client Responsibilities Checklist:** demonstrates the different responsibilities of the property professional versus those of the client. It provides a detailed list of the separate tasks that must be completed as part of even a minor project.

(i) Generic Construction Process Flowchart

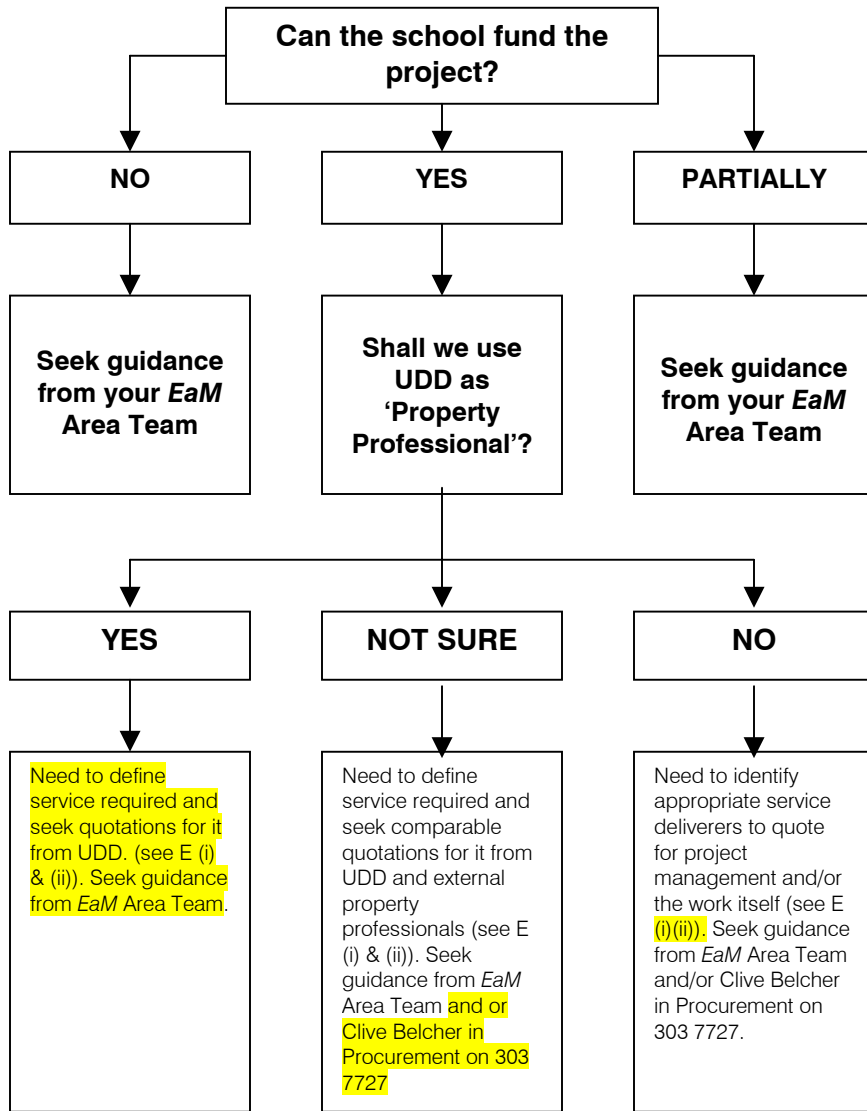


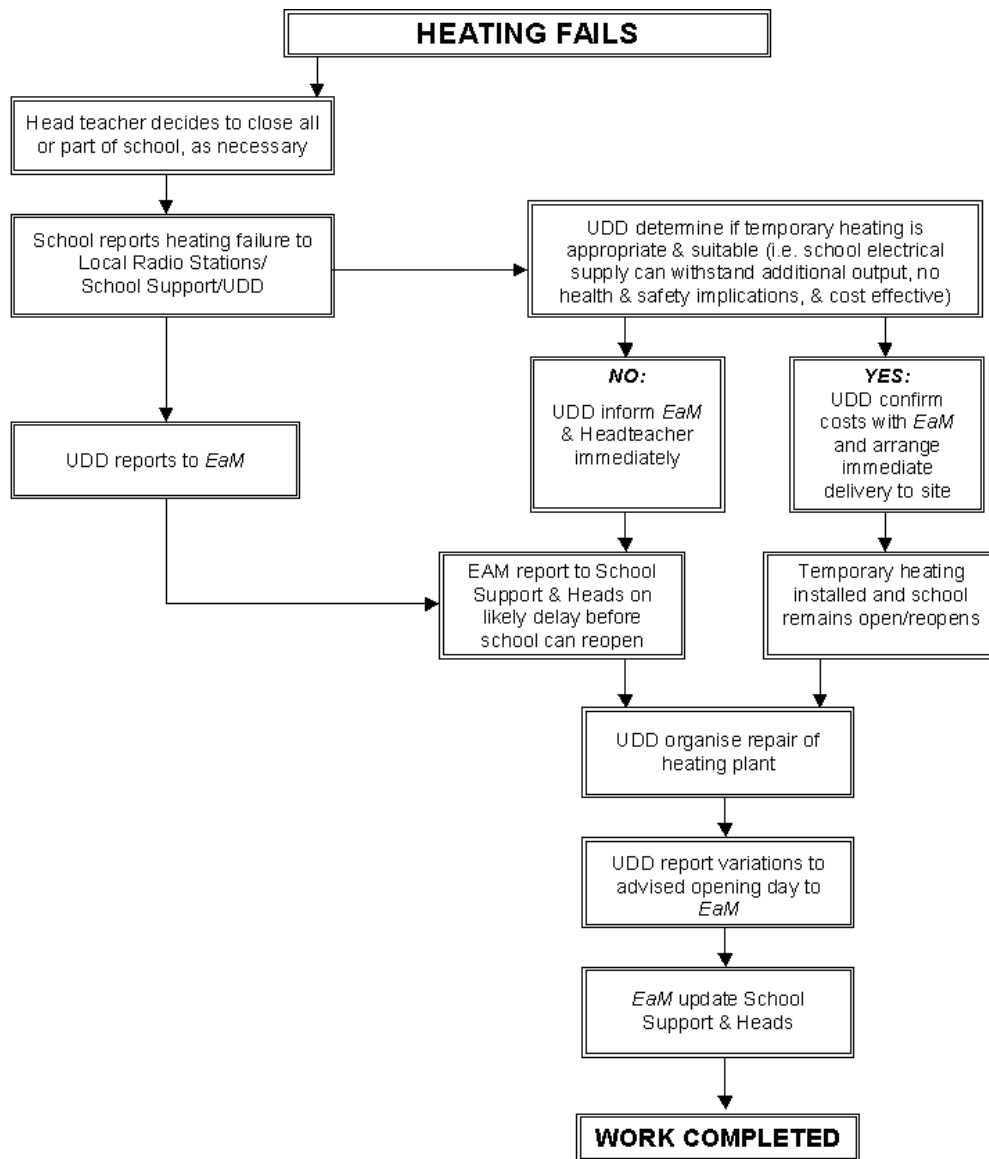
(ii) Prioritisation Flowchart for LEA-led Projects



(iii) Procurement Flowchart

School-led Projects





**(iv)
Heating
Failure
Flowchart**

(v) Project Manager/Client Responsibilities Checklist

Activity	Project Manager	School/Client
Approach Project Manager		✓
Assist in preparing the Client's brief	✓	
Develop Project Manager's brief	✓	
Advise on budget/funding arrangements	✓	
Arrange funding		✓
Advise on site acquisition, grants and planning	✓	
Arrange feasibility study and report	✓	
Seek Board of Governors Approval		✓
Develop project strategy	✓	
Prepare Project Handbook	✓	
Develop Consultant's brief and Appointment documents	✓	
Devise project programme	✓	
Select project team members	✓	
Establish management structure	✓	
Commit to Invest		✓
Co-ordinate design processes	✓	
Appoint consultants	✓	
Employ Consultants		✓
Arrange insurance and warranties	✓	
Select procurement system	✓	✓
Arrange tender documentation	✓	
Organise contractor pre-qualification	✓	
Evaluate tenders	✓	
Participate in contractor appointment	✓	✓
Organise control systems	✓	
Monitor progress	✓	
Arrange meetings	✓	
Authorise payments	✓	
Pay Consultants and Contractors		✓
Organise communication/reporting systems	✓	
Provide total co-ordination	✓	
Issue safety/health procedures	✓	
Address environmental aspects	✓	
Co-ordinate statutory authorities	✓	
Monitor budget and variation orders	✓	
Develop final account	✓	
Arrange pre-commissioning/commissioning	✓	
Organise handover/occupation	✓	
Organise maintenance manuals	✓	
Plan for maintenance period	✓	
Develop maintenance programme/staff training	✓	
Plan facilities management	✓	
Arrangement for feedback monitoring	✓	
Provide KPI data relating to cost, time, and quality	✓	