BBC WING PROJECT PROGRAMME v2 - October 2017

| | | | | | | | | | | | | | | | Meeting #2 Board Workshop #3 | | | | | | | | | | | | |
|-------------------------------------------|--------------------------------------------------------------------------|-------|----------|-----------|----------|-----------|--------------|----------------------------------------|------------|--------------|------------|-----------|--------------|---------------|------------------------------|-------------|-------------|--------------|------------|----------------|-------------|-------------|------------|--------------|------------|---------|---------------|
| Workstream | Task | NEEKS | 12 NEEKS | 3.A NEEKS | o NEEKS | 1.8 WEEKS | or O WEEKS | NEEKS | JANA NEEKS | S'16 NEEKS | 1.18 NEEKS | OF WEEKS? | 1.12 WEEKS | 2374 WEEKS | 25-26 MEHS | 21.28 NEEKS | 29:30 NEEKS | 31.32 WEEKS | 333A NEEKS | 35.36 WEEKS | 31.38 WEEKS | 39-40 WEEKS | WEEKS | WEEKS! | S.AS WEEKS | NEEKS A | aft states |
| A. Preparatory Work | A1. Finalise safe access arrangements for East Wing spaces | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | A2. Draft tour policy/ protocol for East Wing spaces access | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | A3. Draft communications plan for East Wing spaces (public engagement) | _ | | | | | | | | | | | | | | | | | | | | | | | | | |
| | A4. Stakeholder Workshop / Workshops | | | | | | | <u> </u> | | | | | | | | | | | | | | | | | | | |
| B. Project Scoping | B1. Board Workshop | _ | | | | | within this | timeframe | | | | | | | | | | | | | | | | | | | |
| | B2. Draft Project Scope document | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | B3. Test with stakeholders | | | | | | | | - | t of Scope d | | | | | | | | | | | | | | | | | |
| | B4. Test with expert groups | | | - | _ | - | | 1 | as par | t of Scope d | loc prep | | | _ | | | - | - | _ | - | | | | | | | |
| | B5. Finalise Scope and sign-off with Board | _ | | | | | | <u> </u> | | | | | 101.1 01.1 | | _ | | | | - | | | | | | | | |
| C. Project Governance | C1. Establish roles, oversight and protocols | | | | | | as part of \ | | | | | | within this | s timeframe | 9 | | | | | | | | | | | | |
| | C2. Agree Exec Project Team | | | | | | as part of \ | | | | | | | | | | | | | | | | | | | | |
| | C3. Identify budget and resource requirements | | + | | | | _ | part of Wor | | | | | - | | | | - | | - | | - | | | | | | |
| | C4. Agree timelines | | + | | | | | part of Wor | | | | | - | | | | - | | | | - | | | | | | |
| | C5. Scope tasks requiring external resources | _ | | | | | | part of Wor | | | | | | | | | | | | | | | | | | | |
| | C6. Agree expert working groups (scope of expertise and individuals) | | | | | | as | part of Wor | kshop and | Scope doc p | prep | | | | _ | | | | | | | | | | | | |
| | C7. Finalise Governance and sign-off with Board | | | | | | | | | | | 1 | FINA | L Gov. | _ | | | | | | | | | | | | |
| D. Design Brief | D1. Draft Design Brief | _ | | | | | | | | | | | 1 | | | | | | | | | | | | | | |
| | D2. Workshop with expert groups and AP Team | | | - | _ | - | - | | | | | | - | | | | | - | _ | - | | | | | | | |
| | D3. Discussions with potential partners/ investors | | + | | | | | | | - | - | | - | _ | | | - | | | | - | | | | | | |
| | D4. Board Workshop on draft Design Brief plus tour | | | | | | | | | | | | | | _ | | feedback | k on D2, D3 | <u> </u> | | | | | | | | |
| | D5. Finalise draft Design Brief with Board for sign-off | | | | | | | | | | | | | | | | | | | | FINAL D | esign Brief | | | | | |
| | D6. Issue Design Brief to Architect and obtain quote/ Launch Design Comp | | | | | | | | | | | | | | | | | | | , | | | allow 6 we | eks to respo | ond | | |
| | D7. Review proposals/ hold interview panel | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | D8. Take Board through proposals received and recommendations from panel | | | | | | | | | | | | | | | | | | | | | | | | | | Share Propos |
| | E1. Develop Case for Support | | | | | | | | | | | whilst S | Scope doc is | s evolving | | | | | | | | | | | | | |
| | E2. Advocates identified | | | | | | | | | | | whilst S | cope doc is | s evolving | | | | | | | | | | | | | |
| | E3. Funding scoping undertaken | | | | | | | | | | | | Scope doc is | | | | | | | | | | | | | | |
| E. Funding Strategy | E4. Fundraising Engagement Plan drafted | | | | | | | | | | | whilst S | cope doc is | s evolving | | | | | | | | | | | | | |
| | E5. Draft Funding Strategy to Board for sign-off | | | | | | | | | | | | | | | | DRAFT Fu | unding Strat | i. | | | | | | | | |
| | E6. Finalise FS and identify funder/funders for application | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | E7. Share Final FS and target funder list with Board | | | | | | | | | | | | | | | | | | | | | | | | | | FINAL Funding |
| | F1. Produce Business Plan brief | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | F2. Procure Consultant; work to begin | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F. Business Plan | F3. Outline Business Plan to Board for sign-off | | | | | | | | | | | | | | | | | | | | OUTLINE | Bus. Plan | | | | | |
| | F4. Drafting Business Plan using Board feedback | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | F5. Business Plan finalised | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | F6. Final Business Plan presented to Board to sign-off | | | | | | | | | | | | | | | | | | | | | | | | | | FINAL Bus. P |
| G. Communications and Engagement Strategy | G1. Communications objectives agreed | | | as pa | rt of A3 | | as | part of Wor | kshop and | Scope doc p | orep | | | | | | | | | | | | | | | | |
| | G2. Stakeholders identified | | | | | | | as part of Workshop and Scope doc prep | | | | | | | | | | | | | | | | | | | |
| | G3. Market (audiences) scoped and defined | | | | | | | as part of Workshop and Scope doc prep | | | | | | | | | | | | | | | | | | | |
| | G4. Key messages agreed | | | | | | as | part of Wor | kshop and | Scope doc p | orep | | | | | | | | | | | | | | | | |
| | G5. Stories mapped | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | G6. Relationship Management Plan drafted | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | G7. Draft Comms Strategy to Board for sign-off | | | | | | | | | | | | | | | | DRAFT C | omms Strat. | | | | | | | | | |
| | G8. Finalise Comms Strategy using Board feedback | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | G9. Share Final Comms Strategy with Board | | | | | | | | | | | | | | | | | | | | FINAL C | omms Strat | | | | | |