






















HG-014-08167 The Hold

2. Delivery Phase Timetable

ID	Task Name	Start	Finish	<div><div>May</div><div>Oct</div><div>Qtr 1, 2018</div><div>Mar</div><div>Aug</div><div>Qtr 1, 2019</div><div>Jan</div><div>Jun</div><div>Qtr 1, 2020</div><div>Nov</div><div>Apr</div><div>Sep</div><div>Qtr 1, 2021</div><div>Feb</div><div>Jul</div><div>Qtr 1, 2022</div><div>Dec</div><div>May</div></div>
1	PRE-CONSTRUCTION PROGRAMME	Fri 29/09/17	Tue 29/05/18	<div><div>PRE-CONSTRUCTION PROGRAMME</div></div>
2	Planning and HLF Process	Fri 29/09/17	Sat 31/03/18	<div><div>Planning and HLF Process</div></div>
3	Planning Application Submitted	Fri 29/09/17	Fri 29/09/17	<div><div>Planning Application Submitted</div></div>
4	Planning Consultation Period	Fri 29/09/17	Fri 19/01/18	<div><div>Planning Consultation Period</div></div>
5	Round 2 HLF Submission	Thu 07/12/17	Thu 07/12/17	<div><div>Round 2 HLF Submission</div></div>
6	Development Control Committee - decision	Tue 16/01/18	Tue 16/01/18	<div><div>Development Control Committee - decision</div></div>
7	Round 2 HLF Decision expected date	Sat 31/03/18	Sat 31/03/18	<div><div>Round 2 HLF Decision expected date</div></div>
8	Detailed Technical Design ('conducted at risk')	Mon 08/01/18	Tue 29/05/18	<div><div>Detailed Technical Design ('conducted at risk')</div></div>
20	CONSTRUCTION PROGRAMME	Mon 14/05/18	Tue 15/09/20	<div><div>CONSTRUCTION PROGRAMME</div></div>
21	Permission to start received from HLF (anticipated)	Mon 14/05/18	Mon 14/05/18	<div><div>Permission to start received from HLF (anticipated)</div></div>
22	Governance	Tue 15/05/18	Thu 31/05/18	<div><div>Governance</div></div>
23	Appoint Project Coordinator	Tue 15/05/18	Thu 31/05/18	<div><div>Appoint Project Coordinator</div></div>
24	Site Mobilisation, Demolition and Preparation	Tue 29/05/18	Fri 21/09/18	<div><div>Site Mobilisation, Demolition and Preparation</div></div>
25	Site Set Up	Tue 29/05/18	Fri 08/06/18	<div><div>Site Set Up</div></div>
26	Services Diversion Works and relocation of pedestrian route	Tue 29/05/18	Fri 08/06/18	<div><div>Services Diversion Works and relocation of pedestrian route</div></div>
27	R&D Asbestos Survey to existing P Block	Mon 11/06/18	Sat 30/06/18	<div><div>R&D Asbestos Survey to existing P Block</div></div>
28	Demolition of P Block	Mon 11/06/18	Fri 13/07/18	<div><div>Demolition of P Block</div></div>
29	Archaeological watching brief and any excavations	Mon 11/06/18	Fri 21/09/18	<div><div>Archaeological watching brief and any excavations</div></div>
30	Take-up car park/reduced level dig	Mon 18/06/18	Fri 20/07/18	<div><div>Take-up car park/reduced level dig</div></div>
31	Structure	Mon 16/07/18	Tue 15/09/20	<div><div>Structure</div></div>
32	Foundation	Mon 16/07/18	Fri 21/09/18	<div><div>Foundation</div></div>
36	Strongroom Super Structure	Mon 10/09/18	Mon 04/02/19	<div><div>Strongroom Super Structure</div></div>
43	Strongroom Internal Works	Tue 05/02/19	Wed 29/05/19	<div><div>Strongroom Internal Works</div></div>
HLF Delivery Phase Timeline "The Hold"				<div><div><div>Task</div><div>Split</div><div>Milestone</div><div>Summary</div></div><div><div><div>Project Summary</div><div>Inactive Task</div><div>Inactive Milestone</div><div>Inactive Summary</div></div><div><div>Manual Task</div><div>Duration-only</div><div>Manual Summary Rollup</div><div>Manual Summary</div></div><div><div>Start-only</div><div>Finish-only</div><div>External Tasks</div><div>External Milestone</div></div><div><div>Deadline</div><div>Progress</div><div>Manual Progress</div></div><div><div>↓</div><div></div><div></div></div></div></div>
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HLF Delivery Phase Timeline "The Hold"									
Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

ID	Task Name	Start	Finish	Qtr 1, 2018		Qtr 1, 2019		Qtr 1, 2020		Qtr 1, 2021		Qtr 1, 2022				
				May	Oct	Mar	Aug	Jan	Jun	Nov	Apr	Sep	Feb	Jul	Dec	May
173	Organise joint conferences with UOS - 1 per annum	Wed 01/07/20	Sun 01/05/22													
174	Develop The Hold as an Arts Award Centre	Sat 01/05/21	Sun 01/05/22													
175	Develop online teaching resources for teaching of English and Citizenship	Fri 01/05/20	Sun 01/05/22													
176	Developed	Fri 01/05/20	Sat 01/05/21													
177	Launched	Sat 01/05/21	Sun 01/05/22													
178	Linking with national initiatives - 2 per annum	Fri 01/05/20	Sun 01/05/22													
179	Digital activities	Tue 01/05/18	Sun 01/05/22													
180	Create Citizen Archive of Contemporary Suffolk Life	Tue 01/05/18	Sun 01/05/22													
183	Develop and optimise digital first processes and revenue generation	Tue 01/05/18	Sun 01/05/22													
188	Make the building digitally welcomg and engaging	Tue 01/05/18	Fri 01/05/20													
193	Wi-Fi and internet in The Hold	Tue 01/05/18	Sun 01/05/22													
198	Customer Relationship Management	Tue 01/05/18	Sun 01/12/19													
203	Security and privacy	Tue 01/05/18	Wed 01/05/19													
205	Open up the collection to the world	Mon 01/10/18	Thu 01/10/20													
208	Build digital capacity to create digital savvy citizens	Mon 01/10/18	Sat 01/05/21													
212	Renew SRO website	Mon 01/10/18	Sun 01/05/22													
216	Activity Plan - digital	Tue 01/01/19	Sun 01/05/22													
223	Personal Digital Assistant (PDA) for The Hold	Wed 01/05/19	Wed 01/07/20													
226	Evaluation of Activity Programme	Tue 01/05/18	Sun 01/05/22													
227	Volunteers	Tue 01/05/18	Fri 31/01/20													
228	SRO assess existing volunteer corps against required roles	Tue 01/05/18	Tue 31/07/18													
229	Recruit for roles required prior to soft opening (see Volunteer Plan - Activity Plan)	Tue 01/05/18	Sun 01/09/19													

HLF Delivery Phase Timeline "The Hold"

Task

Split

Milestone

Summary

◆

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

◇

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Deadline

Progress

Manual Progress

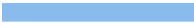

















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ID	Task Name	Start	Finish	Qtr 1, 2018				Qtr 1, 2019			Qtr 1, 2020			Qtr 1, 2021			Qtr 1, 2022	
				May	Oct	Mar	Aug	Jan	Jun	Nov	Apr	Sep	Feb	Jul	Dec	May		
238	Appoint and induct Volunteer Engagement Coordinator	Wed 01/05/19	Mon 10/06/19	<div>Appoint and induct Volunteer Engagement Coordinator</div>														
239	Recruit for roles required after opening	Tue 01/10/19	Fri 31/01/20	<div>Recruit for roles required after opening</div>														
246	Trainees, Placements and Interns	Sun 01/04/18	Thu 10/09/20	<div>Trainees, Placements and Interns</div>														
259	Marketing	Tue 01/10/19	Thu 14/11/19	<div>Marketing</div>														
260	Appoint and induct Marcomms Officer	Tue 01/10/19	Thu 14/11/19	<div>Appoint and induct Marcomms Officer</div>														
261	Develop Marcomms Strategy	Mon 01/07/19	Fri 01/05/20	<div>Develop Marcomms Strategy</div>														
262	Business Planning	Fri 01/05/20	Sun 14/06/20	<div>Business Planning</div>														
263	Appoint and induct Strategic & Commercial Manager	Fri 01/05/20	Sun 14/06/20	<div>Appoint and induct Strategic & Commercial Manager</div>														
264	Review Business Plan																	
265	Test commercial opportunities																	
266	Implement																	
267	Monitor and review																	
268	Conservation tasks	Mon 16/04/18	Sun 01/05/22	<div>Conservation tasks</div>														
269	Repair and Digitise Maps needed for Sharing Suffolk's Stories	Mon 16/04/18	Mon 31/12/18	<div>Repair and Digitise Maps needed for Sharing Suffolk's Stories</div>														
270	Appoint Freelance Conservator	Tue 01/05/18	Mon 18/06/18	<div>Appoint Freelance Conservator</div>														
271	Freelancer assists with decant pack and move	Mon 31/12/18	Fri 31/07/20	<div>Freelancer assists with decant pack and move</div>														
272	Priority project conservation and assessments	Wed 01/01/20	Sun 01/05/22	<div>Priority project conservation and assessments</div>														
273	Undertake red flagged conservation treatments	Wed 01/01/20	Sun 01/05/22	<div>Undertake red flagged conservation treatments</div>														
274	Cataloguing and digitisation	Tue 01/05/18	Sun 01/05/22	<div>Cataloguing and digitisation</div>														
275	ROMT update Digitisation Programme	Tue 01/05/18	Wed 01/08/18	<div>ROMT update Digitisation Programme</div>														
276	Tithe maps	Wed 01/01/20	Thu 31/12/20	<div>Tithe maps</div>														
277	Basil Brown notebooks	Wed 01/01/20	Thu 31/12/20	<div>Basil Brown notebooks</div>														
278	Cullum Library collection	Wed 01/01/20	Thu 31/12/20	<div>Cullum Library collection</div>														

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367	Confirmation of donor recognition scheme	Tue 01/05/18	Thu 31/05/18																		
368	Approaches to major donors	Fri 01/06/18	Sat 01/12/18																		
369	Approaches to corporates	Tue 01/01/19	Sat 01/06/19																		
370	Approaches to community groups	Sat 01/06/19	Sun 01/03/20																		
371	Appoint Funding Officer (non HLF funded post)	Wed 01/05/19	Fri 14/06/19																		
372	Arts Project	Tue 01/05/18	Sun 01/09/19																		
373	Appoint Freelance Artist (PT)	Tue 01/05/18	Thu 31/05/18																		
374	Proposals for work/s developed with community groups	Fri 01/06/18	Sun 30/06/19																		
375	Installation of works (linked to external landscaping)	Mon 01/07/19	Wed 31/07/19																		
376	Evaluation	Thu 01/08/19	Sun 01/09/19																		
377	Project Evaluation	Tue 01/05/18	Thu 30/06/22																		
378	Appoint project Evaluation Consultant	Tue 01/05/18	Fri 01/06/18																		
379	Evaluation Framework developed	Fri 01/06/18	Sun 15/07/18																		
380	Consultant trains staff and students in evaluation methodology	Sun 15/07/18	Fri 31/08/18																		
381	Staff and students undertake iterative evaluation of Activity Plan	Sat 01/09/18	Sat 01/01/22																		
382	Consultant prepares capital project evaluation report (c. 3 months after opening)	Wed 01/01/20	Thu 02/04/20																		
383	Activity Plan evaluation report (compiled from iterative evaluation by staff & students)	Sat 01/01/22	Sun 01/05/22																		
384	Final report compiled combining capital report & activity report	Wed 01/06/22	Thu 30/06/22																		

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