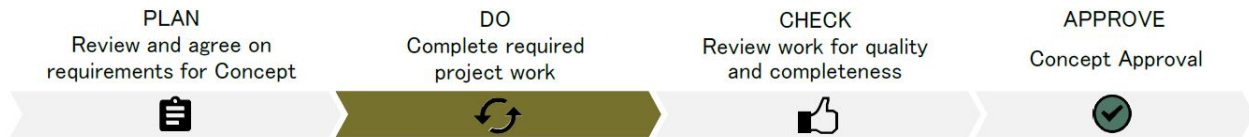


Community Group Led Construction Concept Phase Readiness Criteria & Handover Package



Project Name:



Purpose

To establish readiness of the project to move from the concept to the design phase. Projects are reviewed for readiness to begin design work and complete a municipal improvement agreement that will define the provision of municipal support/oversight through the life of the project or for the provision of the improvement.

PLAN

Planning for Concept Phase Transition

The community group representative, city project manager and city liaison meet to identify the required deliverables and handover documents. See the Community Group Led Construction Projects Guide for details. If the project requires other deliverables, items can be added to the other requirements area. The community group representative and city project manager sign, indicating that they agree to the deliverables in the “PLAN” section.

The city project manager, city liaison and community group identify the review team composition, that may include other city representatives, external representatives and experts as appropriate to the size, complexity, and sensitivity of the project.

Agreement on Readiness Criteria

Community Representative (Position)	Community Representative (Position)	Date (yyyy-mm-dd)
City Project Manager	City Project Manager Supervisor	Date (yyyy-mm-dd)

Community Group Led Construction Concept Phase Readiness Criteria & Handover Package





DO *Timing: During work execution activities*

Concept Readiness Criteria

The community group leads the completion of all agreed upon deliverables with support from the city project manager and city liaison. The city project manager leads the development of the municipal improvement agreement in collaboration with the community group.

The community group confirms that all “Mandatory for Readiness” items have been completed and discusses with the city project manager that the project is ready to move to the next step in the process - CHECK.

Deliverable	Mandatory for Readiness  PLAN	Completed/ Verified  CHECK	Comments/ Links
Scope			
Business Case	✓	<input type="checkbox"/>	
Functional Program & Concept Pre-Design Drawing	✓	<input type="checkbox"/>	
Cost			
Project Estimate	✓	<input type="checkbox"/>	
Operating Estimate	✓	<input type="checkbox"/>	
Public Engagement Plan Update	✓	<input type="checkbox"/>	
Municipal Improvement Agreement	✓	<input type="checkbox"/>	
Other Requirements			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Community Group Led Construction Concept Phase Readiness Criteria & Handover Package



See [Community Group Led Construction Project Guide](#) for Glossary (definitions) and Templates

👍 CHECK *Timing: Once work as defined in DO "Mandatory for Readiness" is substantially complete by the Community Group*

The city project manager convenes the review team that includes the community representative(s), city liaison, and others appropriate to the size, complexity and sensitivity of the project. The mandatory deliverables are reviewed by the review team for completeness and quality. The community representatives and city project manager and supervisor sign indicating all items have been completed and verified. This confirms the project is ready to move to the last step of the process - APPROVE.

Review Team:

Deliverables Completed and Verified

_____ Community Representative (Position)	_____ Community Representative (Position)	_____ Date (yyyy-mm-dd)
_____ City Project Manager	_____ City Project Manager Supervisor	_____ Date (yyyy-mm-dd)

👍 APPROVE *Timing: Once work of phase is complete*

The package is reviewed and approved by the Director (asset specific) for the community group and City have a municipal improvement agreement.

Authorization for project to proceed into a municipal improvement agreement.

_____ Name Director	_____ Signature	_____ Date (yyyy-mm-dd)
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Community Group Led Construction Concept Phase Readiness Criteria & Handover Package

