

Community Group Led Construction Project Strategy Phase Readiness Criteria & Handover Package



Project Name: _____

Purpose

To establish readiness of the project to move forward into the concept phase. Projects are reviewed for strategy phase readiness to begin the business case and concept planning; this includes an assessment of the project for appropriate definition of need.



PLAN *Timing: During start-up activities*

Planning for Strategy Phase

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

The city liaison and supervisor identify the review team composition, that includes a city project manager and 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		Date (yyyy-mm-dd)
_____	_____	_____
City Liaison	City Liaison Supervisor	Date (yyyy-mm-dd)

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DO *Timing: During work execution activities*

Strategy Readiness Criteria

The community group leads the completion of all agreed upon deliverables with support from the city liaison. The community group confirms that all “Mandatory for Readiness” items have been completed and discusses with the city liaison that the project is ready to move to the next step in the process - CHECK .

Deliverable	Mandatory for Readiness PLAN	Completed/ Verified CHECK	Comment/Links
Strategy Document			
Organizational Profile	✓	<input type="checkbox"/>	
Project Description	✓	<input type="checkbox"/>	
Demographics	✓	<input type="checkbox"/>	
Context Analysis	✓	<input type="checkbox"/>	
Activity Based Needs Assessment	✓	<input type="checkbox"/>	
Alternatives	✓	<input type="checkbox"/>	
Committee Structure			
Committee Terms of Reference	✓	<input type="checkbox"/>	
Public/Stakeholders			
Public Engagement Charter/Plan	✓	<input type="checkbox"/>	
Public Engagement Results “What we Heard”	✓	<input type="checkbox"/>	
Other Requirements			
	<input type="checkbox"/>	<input type="checkbox"/>	

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

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

The city liaison convenes the review team that includes the community representative(s) and city project manager 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. Depending on the scope of the project this check phase may require a circulation of the documents.

The community representative, city liaison and their supervisor, city project manager and their 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 Liaison	_____ City Liaison Supervisor	_____ Date (yyyy-mm-dd)
_____ City Project Manager	_____ Project Manager Supervisor	_____ Date (yyyy-mm-dd)

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

The package is review by the City Liaison Director and approved to move forward into concept phase. The concept phase is guided by the Concept Phase Readiness Criteria & Handover Package.

Authorization for project initiation.

_____ Name City Liaison Director	_____ Signature	_____ Date (yyyy-mm-dd)
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