QA CHECKLIST

THE UNIVERSITY of ADELAIDE

PROJECT INFORMATION

Project Name	
Project Number	

Project Manager	

COLOUR KEY

	Table Heading
	Project Phase Heading
●	Key Deliverable
●	Stakeholder Approval/ UoA Review
●	HOLD POINT- Gateway Checkpoint
●	Quality Assurance

Refer Feasibilty tab for procedure, reference material, contacts & hyperlinks

FEASIBILITY PHASE

REF:	ACTION	DONE	COMMENTS
F-1	Pre-feasibility statement		
F-2	Project Funding Body/s		
F-3	Preliminary project order of magnitude (capital budget)		
F-4	Preliminary Operating Budget		
F-5	Preliminary Project Investigations		
F-6	Campus Masterplan		
F-7	Project Sustainability Targets		
F-8	Project Life Cycle		
F-9	Heritage- Conservation Management Plan		
F-11	Equity of Access		
F-12	Backlog Maintenance Register		
F-13	Asbestos Register		
F-14	Building Condition		
F-15	Relocation and Staging		
F-16	Space- Charging implications		
F-17	External tenant contractual implications		
F-18	Bushfire Prevention		
F-19	Traffic and parking		
F-21	Gender, Equity and Diversity		
F-22	Aboriginal Heritage		
F-23	Stakeholder List		
F-24	Security Services		
F-25	Maintenance and Cleaning		
F-26	Technology Services		
F-27	Campus Manager		
F-28	Stakeholder Engagement Plan		
F-29	Stakeholder approvals process		
F-31	Strategic Risk Register		
F-32	Preliminary Program		
F-33	**Strategic Project Brief**		
F-34	Project Manager Workshop		
F-35	Verify Capital Budget and Operating Budget		
F-36	Verify Program		
F-37	**Update Strategic Project Brief**		
F-38	**Stakeholder Approval**		*Filed Aconex*
F-39	**HOLD POINT: Gateway**		** Incomplete items to be addressed during next phase*
F-QA	**Quality Assurance**		

Signed _____   *Date* _____
SPM   *UoA Project Manager/Officer/Planner*

Signed _____   *Date* _____
CP&FM   *UoA Project Manager/Officer/Planner*

QA CHECKLIST

PROJECT INFORMATION

Project Name	

Project Number		Project Manager	

COLOUR KEY

	Table Heading	
	Project Phase Heading	
•	Key Deliverable	
•	Stakeholder Approval/ UoA Review	
•	HOLD POINT- Gateway Checkpoint	
•	Quality Assurance	

Refer Start-Up tab for procedure, reference material, contacts & hyperlinks

START-UP PHASE			
REF:	**ACTION**	**DONE**	**COMMENTS**
SU-1	New Project Funding Drawdown Request Form		
SU-2	UniSpace		
SU-3	Managing Contractor		
SU-4	Consultants List		
SU-5	Consultant Tender		
SU-6	Consultant Engagement		
SU-7	Consultant Induction		
SU-8	Project Delivery Communications Proforma		
SU-9	Resources Chart		
SU-11	Cash Flow		
SU-QA	**Quality Assurance**		

Signed _____   *Date* _____
   SPM   *UoA Project Manager/Officer/Planner*

Signed _____   *Date* _____
   CP&FM   *UoA Project Manager/Officer/Planner*

QA CHECKLIST

THE UNIVERSITY of ADELAIDE

PROJECT INFORMATION

Project Name	

Project Number		Project Manager	

COLOUR KEY

	Table Heading
	Project Phase Heading
●	Key Deliverable
●	Stakeholder Approval/ UoA Review
●	HOLD POINT- Gateway Checkpoint
●	Quality Assurance

Refer PHASE 3 tab for procedure, reference material, contacts & hyperlinks

DETAILED BRIEFING PHASE

REF:	ACTION	DONE	COMMENTS
BR-1	Project Start-Up Meeting		
BR-2	Stakeholder Consultation		
BR-3	Specialist Equipment		
BR-4	Computer and Telephony Services		
BR-5	Audio Visual		
BR-6	Space Standards		
BR-7	Occupation Health and Safety		
BR-8	Safety in Design- Project Risk Register		
BR-9	Room Data Sheets		
BR-11	Detailed Return Brief		
BR-12	Stakeholder Approval		
BR-13	Design Review Panel Engagement		
REF:	ACTION	DONE	COMMENTS
CD-1	Concept Design		
CD-2	Stakeholder Consultation		
CD-3	Safety in Design		
CD-4	Traffic and Parking		
CD-5	A. Documentation - Concept Design		
CD-6	B. Certification - UoA Design Standard		
CD-7	C. Certification - Project Brief		
CD-8	Stakeholder Approval		*Filed Aconex*
CD-9	Design Review Panel Presentation		
CD-10	HOLD POINT: Gateway Checkpoint		* Incomplete items to be addressed during next phase
CD-QA	Quality Assurance		

Signed _____   *Date* _____

    SPM   *UoA Project Manager/Officer/Planner*

Signed _____   *Date* _____

    CP&FM   *UoA Project Manager/Officer/Planner*

QA CHECKLIST

THE UNIVERSITY *of* ADELAIDE

PROJECT INFORMATION

Project Name	

Project Number		Project Manager	

COLOUR KEY

	Table Heading
	Project Phase Heading
•	Key Deliverable
•	Stakeholder Approval/ UoA Review
•	HOLD POINT- Gateway Checkpoint
•	Quality Assurance

Refer PHASE 4 tab for procedure, reference material, contacts & hyperlinks

DETAILED DESIGN (DESIGN DEVELOPMENT) PHASE

REF:	ACTION	DONE	COMMENTS
DD-1	Design Development		
DD-2	Design Team Meetings		
DD-3	Planning and Development Approvals		
DD-4	Services Supply Authority Applications		
DD-5	SAMFS/ CFS		
DD-6	Safety in Design		
DD-7	Stakeholder Consultation		
DD-8	Safety in Design Workshop		
DD-9	DDA and Equity Review		
DD-11	Room Data Sheets		
DD-12	A. Documentation - Design Development		
DD-13	B. Certification - UoA Design Standard		
DD-14	C. Certification - Project Brief		
DD-15	UoA Review		
DD-16	Stakeholder Approval		
DD-17	HOLD POINT: Gateway Checkpoint		
DD-QA	Quality Assurance		

Signed _____ *Date* _____
SPM   *UoA Project Manager/Officer/Planner*

Signed _____ *Date* _____
CP&FM   *UoA Project Manager/Officer/Planner*

QA CHECKLIST

THE UNIVERSITY of ADELAIDE

PROJECT INFORMATION

Project Name	
Project Number	

Project Number		Project Manager	

COLOUR KEY

	Table Heading	
	Project Phase Heading	
•	Key Deliverable	
•	Stakeholder Approval/ UoA Review	
•	HOLD POINT- Gateway Checkpoint	
•	Quality Assurance	

Refer PHASE 5 & 6 tab for procedure, reference material, contacts & hyperlinks

CONTRACT DOCUMENTATION PHASE - To 50% Complete

REF:	ACTION	DONE	COMMENTS
DOC-1	UniSpace Building/ Room Numbering		
DOC-2	Documentation		
DOC-3	Stakeholder Consultation		
DOC-4	Safety in Design		
DOC-5	A. Documentation - Contract Doc. 50% Complete		
DOC-7	Value Management		
DOC-8	B. Certification - UoA Design Standard		
DOC-9	C. Certification - Project Brief		
DOC-11	**Stakeholder Approval**		
DOC-12	**UoA Review- 50% Docs**		
DOC-13	**HOLD POINT: Gateway Checkpoint**		

CONTRACT DOCUMENTATION PHASE - To 100% Complete

REF:	ACTION	DONE	COMMENTS
DOC-14	Contract Documentation continuation		
DOC-15	Safety in Design		
DOC-16	Building Certification and Authority Permits		
DOC-17	A. Documentation - Contract Doc. 100% Complete		
DOC-18	B. Certification - UoA Design Standard		
DOC-19	C. Certification - Project Brief		
DOC-21	Pre-tender estimate		
DOC-22	**Stakeholder Approval**		
DOC-23	**HOLD POINT: Gateway Checkpoint**		
DOC-QA	**Quality Assurance**		

TENDER PHASE

REF:	ACTION	DONE	COMMENTS
TEN-1	External Contractor		
TEN-2	Contractor Tender		
TEN-3	Contractor Engagement		
TEN-4	Contractor Induction		
TEN-5	Contractor Certificates		

Signed _____ **Date** _____
SPM   *UoA Project Manager/Officer/Planner*

Signed _____ **Date** _____
CP&FM   *UoA Project Manager/Officer/Planner*

QA CHECKLIST

THE UNIVERSITY *of* ADELAIDE

PROJECT INFORMATION

Project Name	
Project Number		Project Manager	

COLOUR KEY

	Table Heading
	Project Phase Heading
•	Key Deliverable
•	Stakeholder Approval/ UoA Review
•	HOLD POINT- Gateway Checkpoint
•	Quality Assurance

Refer PHASE 7 tab for procedure, reference material, contacts & hyperlinks

CONSTRUCTION PHASE

REF:	ACTION	DONE	COMMENTS
CON-1	For- Construction Issue		
CON-2	Notice of Construction Start- Up		
CON-3	Cost Plan and Program		
CON-4	Traffic Management Plan		
CON-5	Building Evacuation Procedures		
CON-6	Site Inductions		
CON-7	Communications- Notice of Works		
CON-8	Furniture Re-use		
CON-9	Occupant Relocations		
CON-11	Construction/ Procurement		
CON-12	Asbestos		
CON-13	Samples Approval		
CON-14	Safety in Construction Reporting		
CON-15	Building Commissioning Plans		
CON-16	Building Commissioning and Inspections		
CON-17	WHS Inspections		
CON-18	Draft Post- Construction Documentation (Manuals)		
CON-19	Builders Statement		
CON-21	Defects		
CON-22	Consultants Letter of Endorsement of Practical Completion		
CON-23	Practical Completion and Hand-over Schedule		
CON-24	Practical Completion		
CON-25	Space Charging Base Floor Plans		
CON-QA	Quality Assurance		

Signed _____   *Date* _____

SPM   *UoA Project Manager/Officer/Planner*

Signed _____   *Date* _____

CP&FM   *UoA Project Manager/Officer/Planner*

QA CHECKLIST

THE UNIVERSITY of ADELAIDE

PROJECT INFORMATION

Project Name	

Project Number		Project Manager	

COLOUR KEY

	Table Heading
	Project Phase Heading
●	Key Deliverable
●	Stakeholder Approval/ UoA Review
●	HOLD POINT- Gateway Checkpoint
●	Quality Assurance

Refer PHASE 8 tab for procedure, reference material, contacts & hyperlinks

HAND-OVER PHASE

REF:	ACTION	DONE	COMMENTS
HO-1	Relocation		
HO-2	Defects Management		
HO-3	Training and Marketing Material		
HO-4	Change Management- Building User Training		
HO-5	Official Opening		
HO-6	A. Documentation - Post Construction		
HO-7	B. Certification - UoA Design Standard		
HO-8	C. Certification - Project Brief		
HO-9	HOLD POINT: Gateway 4 - UoA Review As Builts		
HO-11	Final Payment		
HO-12	Post-Construction Documentation Register		
HO-QA	Quality Assurance		

POST CONSTRUCTION - OCCUPATION MANAGEMENT AND MAINTENANCE PHASE

REF:	ACTION	DONE	COMMENTS
OM-1	Building Services Performance Report		
OM-2	Stakeholder Post- Occupancy Survey		
OM-3	Consultant Evaluation		
OM-4	Lessons Learned		
OM-5	Quality Assurance		
OM-6	Final Completion		
OM-7	HOLD POINT- Checkpoint - Project Comp. Package		
OM-8	Project Close-Out		

Signed _____ **Date** _____
SPM   *UoA Project Manager/Officer/Planner*

Signed _____ **Date** _____
CP&FM   *UoA Project Manager/Officer/Planner*

DESIGN STANDARD

THE UNIVERSITY
of ADELAIDE

COLOUR KEY

	Table Heading
	Project Phase Heading
●	Key Deliverable
●	Stakeholder Approval/UoA Review
●	HOLD POINT - Gateway Checkpoint
●	Quality Assurance *(E.g.. responses provided in grey italics)*

ACTION NUMBER	ACTION BY (indicative of typical only) This list does not alleviate Consultant from obligation to provide full range of service outlined in agreed CSA Scope of Services	PROJECT TYPE		PROJECT PHASE Action Title	ACTION DETAILS	REFERENCED DOCUMENTS RESOURCES CONTACTS	QUALITY ASSURANCE *(Example provided in grey italics)*	
		Simple (maintenance/ single discipline)	Complex (multi-discipline)				✓ Completed	Comments (Including document file location, date AND UoA Project Officer signature)
F				**FEASIBILITY PHASE**	**Preliminary Project Investigation and Development of Strategic Project Brief**			
F-1	Strategic Portfolio Management (SPM)		●	Pre-feasibility Statement	Submit Project Pre-feasibility Statement to Integrated Delivery Panel (IDP) for consideration. Statement includes: business drivers; project objectives; alignment with strategic plans; benefits; risks; urgency; funding source/s; stakeholders; space charging implications; and issues for resolution. IDP to establish viability of proposal and any additional requirement for pre-feasibility investigations (in-house or externally). IDP to identify project interdependencies and associated opportunities for efficiencies. IDP to issue approval to proceed to Feasibilty Phase.	Project Prefeasibility Statement	✓	*Form filed on Aconex 10/10/17*
F-2	SPM	●	●	Project Funding Body/s	Confirm with Associate Director Strategic Portfolio Management endorsement and funding source. This may include single or multiple internal UoA funding lines, external funding sources. Note: Additional reporting obligations may be associated with externally funded projects.	Contacts- Associate Director Strategic Portfolio Management	✓	*IIP 2018 CTA*
F-3	SPM	●	●	Preliminary project order of magnitude (capital budget)	Liaise with Associate Director Strategic Portfolio to establish the proposed Project Capital Budget based on the above investigations. Capital budget includes both: - Construction expenses; and - UoA expenses (including consultants fees). Include in Strategic Project Brief.	Contacts- Associate Director Strategic Portfolio Management	✓	*$500,000 RLB 2018 Order of magnitude 01/12/17*
F-4	SPM		●	Preliminary Operating Budget	Liaise with the Strategic Portfolio Management- Energy Manager and Associate Director Capital Projects & Facilities Management to establish the proposed Project Operating Budget based on the above investigations and in particular the sustainability targets identified. Include in Strategic Project Brief.	Contacts- Associate Director Capital Projects & Facilities Management Contacts- Strategic Portfolio Management- Energy Manager	✓	*None assigned*
F-5	SPM	●	●	Preliminary Project Investigations	Proceed with preliminary project investigations as detailed below, with the view to developing a Strategic Project Brief. Specialist Consultant/s may be required to carry out some of the below reviews.	Strategic Project Brief Template *	✓	
F-6	SPM	●	●	Campus Masterplan	Review UoA Masterplan, the UoA Strategic Masterplan and in particular the Campus Masterplan specifically as it related to the building/ project. Include outcomes of this review in the Strategic Project Brief.	Masterplans	✓	*NA internal fitout*
F-7	SPM	●	●	Project Sustainability Targets	Liaise with the Strategic Portfolio Management- Energy Manager to review the Campus Sustainability Plan and identify opportunities/conflicts related to the project. Confirm project sustainability targets with Strategic Portfolio Management- Energy Manager and Environmental Project Officer. Include in Strategic Project Brief.	Contacts- Strategic Portfolio Management- Energy Manager/ Environmental Projects Officer Further information- UoA Design Standard -all Volumes, Part 2 UoA Sustainability Plan	✓	*Lighting and water consumption. Targets Refer Project Brief*
F-8	SPM	●	●	Project Life Cycle	Confirm project life cycle and, in particular, identify project elements that have an enhanced life-cycle requirement. Include in Strategic Project Brief.		✓	*No additional life cycle requirements above UoA Design Standards*
F-9	SPM		●	Heritage- Conservation Management Plan	Review Campus/ Building Conservation Management Plan to establish Heritage listing of building/ external environs and identify conservation management opportunities/ conflicts related to the project. A Heritage Impact Statement may be required to be produced by a specialist heritage consultant as part of Development Application. Include outcomes of this review in the Strategic Project Brief, for further investigation by Consultant.	Campus/ Building Conservation Management Plan Further information- UoA Design Standard Vol B- Building and Architecture, Part 3	✓	*NA*
F-11	SPM*		●	Equity of Access	Review campus/ building Disability Action Plan/ Reports to identify rectification opportunities/ conflicts related to the project. Include outcomes of this review in the Strategic Project Brief, for further investigation by the Consultant.	Campus Disability Action Plan * UoA Design Standard Vol B- Building and Architecture, Part 3, clause 3.12		*Not yet carried out* *Noted in Project Brief as requiring further investigation*
F-12	SPM	●	●	Backlog Maintenance Register	Engage with Associate Director Capital Projects & Facilities Management to discuss the campus Backlog Maintenance Register and identify opportunities/ conflicts related to the project. Include outcomes of this review in the Strategic Project Brief.	Backlog Maintenance Register *		*Not yet carried out* *Noted in Project Brief as requiring further investigation*
F-13	SPM	●	●	Asbestos Register	Review Asbestos Management Plan and Asbestos Register specific to the building/ project. Include outcomes of this review in the Strategic Project Brief.	Asbestos Management Plan Asbestos Register		*Not yet carried out* *Noted in Project Brief as requiring further investigation*

ID	Role			Item	Description	References/Contacts	✓	Notes
F-14	SPM		●	Building Condition	Assess building condition, including condition of building services. This may involve the review of a Building Condition Report if available; or engagement of an external consultant to carry out the review; or may be carried out internally (through consultation with the Associate Director Capital Projects & Facilities Management and UoA staff familiar with the building). Consider implications to the project and include outcomes in the Strategic Project Brief.		✓	*Excellent*
F-15	SPM	●	●	Relocation and Staging	Identify relocations requirements specific to the project. Identify flow-on projects associated with the project, staging implications and ended funding sources. Reflect outcomes and recommendations in the Strategic Project Brief.		✓	*Relocations flow on project. Refer Project Brief*
F-16	SPM		●	Space- Charging implications	Liaise with Unispace- Senior Data Coordinator to understand implications for Space Charging. Outcomes of this must be clearly communicated to the client and referenced in the Project Strategic Project Brief.	Contacts- Unispace	✓	*Stakeholders notified and signed off by Head of School (Aconex)*
F-17	SPM		●	External tenant contractual implications	Liaise with Strategic Portfolio Management- Manager, Leasing and Retail to identify contractual implications relating to external tenancy agreements/ leasing agreements/ collocation partner agreements, related to the project. Include outcomes of this review in the Strategic Project Brief.	Contacts- Strategic Portfolio Management Team- Manager Leasing and Retail/ Property Manager	✓	*Refer project brief*
F-18	SPM		●	Bushfire Prevention	Consult with the Campus Manager/ Facilities Manager to review the campus Bushfire Management Plan to establish obligations for bushfire management specific to the project. Review of campus/ building Emergency Response Plans may also be required. Reflect outcomes in Strategic Project Brief noting that consultation with SAMFS may be required during the design phase and potentially during latter phases of the project.	Contacts- Campus Manager/ Facilities Manager Bushfire Management Plan * Emergency Response Plan *	✓	*NA internal fitout*
F-19	SPM		●	Traffic and parking	Review campus Traffic Management Plan to identify project specific issues. If no Traffic Management Plan exists, or if additional assessment is required, identify the need for this as part of the project scope. Reflect outcomes in Strategic Project Brief.	Traffic Management Plan * UoA Design Standard Vol B- Building and Architecture, Part 3.3.4	✓	*NA internal fitout*
F-21	SPM*		●	Gender, Equity and Diversity	Liaise with the Gender, Equity and Diversity Committee (GED), or delegate, to assess issues specific to the project related to gender, equity and diversity, including cultural safety, equitable access and facilities, places for religious observation etc. Reflect outcomes in Strategic Project Brief.	UoA Design Standard Vol B- Building and Architecture, Part 3		*Not yet carried out* Noted in Project Brief as requiring further investigation*
F-22	SPM		●	Aboriginal Heritage	Confirm with Associate Director Strategic Portfolio Management (or Reconciliation Action Plan delegate) the following: - whether project presents specific opportunities for embedding recognitions of culture within the construction fabric; - whether an Indigenous Heritage Assessment is required; - whether there is risk of locating Indigenous heritage items during construction; - whether opportunity exists to adopt supplier diversity principles in procurement. If any of the above apply, identify the Dean of Indigenous Engagement and Research as a Stakeholder, to be consulted during every phase of the project, and identify that the Consultation Team must undertake Cultural Competency training. Reflect the above in the Strategic Project Brief. Familiarise self with minimum obligations for all projects set out in clause UoA Design Standard Vol B- Building and Architecture, Part 3- Indigenous Heritage. These include guiding principles for design and acknowledgement of Kaurna People and their land at events and in project documentation.	UoA Design Standard Vol B- Building and Architecture, Part 3.3.7	✓	*Opportunity project. Refer Project Brief.*
F-23	SPM	●	●	Stakeholder List	Compile list of Stakeholders. Stakeholders include those with whom sign-off obligations sit. For all projects this includes: - UoA Design Review Panel - Unispace (project completion documentation sign-off obligations) - Risk/ HSW Advisor and Faculty/ Department representative (design review/ sign-off obligations); - Capital Projects & Facilities Management- technical disciplines (design/ documentation sign-off obligations); - End-Users. This may include: - Local/ State/ Federal Government Agencies (Auditor General if project is Government funded); - Authority Representatives (e.g. SAMFS) - Neighbouring occupants; - Campus partners; - External building owner; - Campus/ Building Manager; - Customer & Support Services- Security (design/ documentation review/ sign-off obligations); - Capital Projects & Facilities Management- Maintenance and Cleaning (design/ documentation review obligations); - Information Technology & Digital Services (Communications and AV, end-user technical representative) - Wirltu Yarlu- Dean for Indigenous Education and Research (or delegate); - Animal Ethics Committee (design review/ sign-off obligations).	Contacts- Capital Projects & Facilities Management Contacts- Unispace Contacts- Animal Ethics Contacts- Campus Manager/ Facilities Manager Contacts- Information Technology and Digital Services- Projects Contacts- Capital Projects & Facilities Management- Risk/ OHS Advisor Contacts- Wirltu Yarlu	✓	*Refer project brief*
F-24	Project Manager	●	●	Security Services	Discuss project with Customer & Support Services- Security Services Establish opportunities and risks specific to the project either before or during Project Manager Workshop (below). Identify any ongoing communication and engagement obligations for Security Services, as either design contributors, or key stakeholders (with sign-off obligations). Update Stakeholder Engagement Plan as required.	Contacts- Customer and Support Services, Manager Security Services	✓	*Notified and attended workshop.*
F-25	Project Manager	●	●	Maintenance and Cleaning	Discuss project with Capital Projects & Facilities Management- Maintenance and Cleaning Establish opportunities and risks specific to the project either before or during Project Manager Workshop (below). Identify any ongoing communication and engagement obligations for Maintenance and Cleaning moving forward, as either design contributors, or key stakeholders (with sign-off obligations). Update Stakeholder Engagement Plan as required.	Contacts- Capital Projects & Facilities Management, Coordinator Cleaning & Waste Services		*Notified of project*
F-26	Project Manager	●	●	Technology Services	Discuss project with Information Technology & Digital Services- Manager Network Services and Manager AV Services or delegate. Establish opportunities and risks specific to the project either before or during Project Manager Workshop (below). Identify any ongoing communication and engagement obligations for ITDS, as either design contributors, or key stakeholders (with sign-off obligations). This may include communication and engagement with Client Services (Faculty Technical Partner). Update Stakeholder Engagement Plan as required.	Contacts- Information Technology and Digital Services- Projects	✓	*Notified and attended workshop.*
F-27	Project Manager	●	●	Campus Manager	Discuss project with Strategic Project Management- Portfolio Manager as well as Campus Manager- Waite and Roseworthy/ North Terrace. Establish opportunities and risks specific to the project either before or during Project Manager Workshop (below). Identify any ongoing communication and engagement obligations for the Campus Manager moving forward, as either a design contributor, or key stakeholder (with sign-off obligations). Update Stakeholder matrix as required.		✓	*No issues raised*
F-28	SPM		●	Stakeholder Engagement Plan	Prepare Stakeholder Engagement Plan. Confirm any other project specific, stakeholder communication and engagement obligations, with Associate Director Customer and Support Services. This may include a requirement for the appointment of a Change Manager. Include preliminary Stakeholder Engagement Plan, and any other outcomes from this investigation in the Strategic Project Brief. Allow adequate time in Preliminary Program to carry out proposed Stakeholder engagement activities. Minimum mandatory stakeholder engagement activities are listed below, and minimum approvals milestones highlighted red.	Contacts- Customer and Support Services Stakeholder Engagement Plan	✓	*Refer project brief*

ID	Role			Task	Description	Reference/Contacts	✓	Notes
F-29	SPM	●	●	Stakeholder approvals process	Propose process for milestone stakeholder approvals. Refer checklist below for frequency of mandatory approvals. Reflect outcomes in Strategic Project Brief. End user sign off may involve a individual representative, a working group; the University Council; a Faculty/ Division head; an external body; a combination of the above. Identify likely time frame necessary to complete this process. Identify appropriate method for sign-off (i.e. return email approval/ physical signature on documents/ other). Note that Government funded projects may have reporting obligations to the Governor General; Reflect outcomes in the Strategic Project Brief and ensure proposed program identified in the Strategic Project Brief, is sufficient to allow time for the mandatory sign-off processes.	UoA Design Standard, All Volumes, Part 2, clause 2.4	✓	*Refer Project Brief*
F-31	SPM		●	Strategic Risk Register	Prepare a Strategic Project Risk Register. The register must include high level Strategic Project risks. This register must be developed and maintained throughout the life of the project. It is to be maintained separately from, and is for a different audience to that of the Safety in Design Risk Register discussed below in the Detailed Briefing Phase. Refer UoA Design Standards All Volumes clause 2.7 for additional information.	Strategic Project Risk Register Template * UoA Design Standard, All Volumes, Part 2.7	✓	*Strategic Risks identified. Refer Project Brief*
F-32	SPM	●	●	Preliminary Program	Propose Preliminary Program. Liaise with Associate Director Capital Projects & Facilities Management, to establish opportunities for efficiency in the programming of the delivery of the project. Confirm whether project/ funding will carry-over to next year. If this is the case, notify Associate Director Strategic Portfolio and Managing Contractor.	Contacts- Associate Director Capital Projects & Facilities Management	✓	*Refer Project Brief*
F-33	SPM	●	●	Strategic Project Brief	Prepare Strategic Project Brief including outcomes of ALL of the above. Include acknowledgement of areas where information is deficient.	Strategic Project Brief *	✓	*Preliminary Strategic Brief filed Aconex 29/01/18*
F-34	Project Manager	●	●	Project Manager Workshop	Confirm with Associate Director Capital Projects & Facilities Management, the Project Manager (PM) assigned to the project, if not already engaged. Call workshop to discuss the Strategic Project Brief with the view to critically analysing the proposal, and identifying opportunities and risks for the project. Workshop attendees must include SPM, Capital Projects & Facilities Management (CPFM) Project Manager and key University of Adelaide strategic contributors. This Workshop typically marks the hand-over of the project from Strategic Project Management Team (SPM) to Capital Projects & Facilities Management Team (CPFM). Clearly identify program for continuing involvement by SPM to ensure: - transparency of, and confidence in the process, for the end-user; and - completeness of information transfer.	Contacts- Associate Director Capital Projects & Facilities Management	✓	*Held 20/01/18*
F-35	Project Manager	●	●	Verify Capital Budget and Operating Budget	In consideration of the outcomes of the Project Manager Workshop, verify sufficiency of both the proposed: - capital budget (distinguish between 'construction' cost and 'UoA' costs (e.g. consultants fees); and - operating budget. If necessary, engage cost consultant to carry out reconciliation. Make recommendation for budget adjustment, to the Associate Director Strategic Portfolio, if required. Obtain approval to proceed based on recommendation.	Contacts- Associate Director Strategic Portfolio Management	✓	*Reviewed in workshop. No changes required.*
F-36	Project Manager	●	●	Verify Program	In consideration of the outcomes of the Workshop, verify the proposed project program. Ensure adequate time and resources are allowed for Stakeholder sign-offs and the three-step Value Management process outlined below and in UoA Design Standards, All Volumes, Part 2. Make recommendation for program adjustment, to the Associate Director Strategic Portfolio Management, if required. Obtain approval to proceed based on recommendation.	Refer UoA Design Standards, All Volumes, Part 2	✓	*Reviewed in workshop. No changes to completion date required however staging of works required to minimise disruptions to adjacent occupants. Refer Project Brief.*
F-37	SPM/ Project Manager	●	●	Update Strategic Project Brief	Update Strategic Project Brief to reflect outcomes of the workshop, including (but not limited to): - approved amendments to capital budget (construction cost + plus UoA costs); - approved amendments to operating budget; - approved amendments to the program; - amendments to design brief; - amendments to stakeholder list and engagement plan; - amendments to strategic risk register; Ensure compliance with UoA Design Standards.		✓	*Updated Project Brief filed Aconex 27/01/18*
F-38	Project Manager	●	●	Stakeholder approval	Issue Updated Strategic Project Brief to Stakeholders. In accordance with the Stakeholder Approval Process outlined in the Brief, engage with Stakeholders as required (this may involve review meetings) to obtain endorsement and written sign-off using the Stakeholder Approval Schedule (or similar). File Strategic Project Brief and Stakeholder approval on TRIM. **Along with the UoA Design Standards, this is the document against which all future mandatory milestone submissions, will be checked.**	Stakeholder Approval Schedule	✓	*Stakeholder Approval received 05/02/18 filed on Aconex*
F-39	Project Manager	●	●	HOLD POINT- GATEWAY	Pending the above approvals, proceed to next phase			
F-QA	SPM/ PM	●	●	Quality Assurance	Update this checklist (or the Project QA Checklist- Feasibility Phase), and file on TRIM.	Project QA Checklist- Feasibility Phase	✓	*SPM Senior Space Planner*

DESIGN STANDARD

A. Project Process Checklist

COLOUR KEY

	Table Heading
	Project Phase Heading
●	Key Deliverable
●	Stakeholder Approval/UoA Review
●	HOLD POINT - Gateway Checkpoint
●	Quality Assurance *(E.g.. responses provided in grey italics)*

ACTION NUMBER	ACTION BY (indicative of typical only) *This list does not alleviate Consultant from obligation to provide full range of service outlined in agreed CSA Scope of Services*	PROJECT TYPE		PROJECT PHASE	ACTION DETAILS	REFERENCED DOCUMENTS RESOURCES CONTACTS	QUALITY ASSURANCE *(Example provided in grey italics)*	
		Simple (maintenance/ single discipline)	Complex (multi-discipline)	Action Title			✓ Completed	Comments (Including document file location, date AND UoA Project Officer signature)
SU				**START- UP PHASE**	**Project Delivery Start- Up and Engagement of Consultants**			
SU-1	Project Manager		●	New Project Funding Drawdown Request Form	Complete and submit to Senior Administration Assistant the Project Creation Form to establish project code. Initiate the project within Trim*; Aconex*; Finance and People Soft systems. Request from Senior Administration Assistant that the project file be initiated on S: drive. NOTE Aconex: All projects, (regardless of size, and type) regardless of how communication and document transmittal is to be managed, is to be registered on Aconex. As a minimum, all Post Construction Documentation must be filed on Aconex. TRIM: All contractual documentation and milestone records must be recorded on TRIM. Minimum filing obligations noted below.	Contacts- Senior Administration Assistant\n\nProject Creation Form	✓	*Project number and systems set up SPM Senior Space Planner*
SU-2	Project Manager		●	UniSpace	Notify Unispace- Senior Data Coordinator of the start- up of the project. Ensure new building projects receive unique building number at this stage.	Contacts- Unispace	✓	
SU-3	Project Manager	●	●	Managing Contractor	Inform Managing Contractor of new project so that forward planning can be initiated and Managing Contractor PM assigned.. Establish pattern of involvement of Managing Contractor PM. This will vary depending on the nature of the project and may include involvement of Managing Contractor Design Manager. For complicated projects, ensure collaboration with Managing Contractor commences during the earliest phases of the project. Establish whether novation of Consultants is to occur.		✓	*Sarahs' Joe Builder assigned and briefed*
SU-4	Project Manager	●	●	Consultants List	Compile external consultants register, including requirement for any specialist consultants e.g.. DDA, ESD, Heritage, Traffic Engineer, Arborist, External Change Manager, Independent Commissioning Agent (for new buildings and complicated projects), Independent consultant for post- occupancy meter- monitoring, external peer-reviewer for milestone documentation checks. - Independent documentation milestone peer-reviewer\n\nEstablish method for selecting consultants, whether that be closed invitation to submit fee, or open Registration of Interest. For closed invitation, liaise with Managing Contractor to compile competitive list of Consultants to be invited to tender and follow Consultant Tender process below. For complicated or new building projects seek approval for the list of preferred tenderers from Associate Director Capital Projects & Facilities Management. Establish method of engaging Consultants (establish whether/ when novation will occur)	Call for Registration of Interest*	✓	*Filed S: drive*
SU-5	Project Manager	●	●	Consultant Tender	Prepare Consultants Brief based on Strategic Project Brief and Design Standards, noting that the Consultants fee must be based on the construction budget component of the capital project budget only, not the entire project capital budget (which also includes UoA expenses such as consultants fees). Issue to tenderers: - Consultant Invitation to Tender letter; - Consultant Scope of Services; - Web hyperlink to information for Consultants. This link includes UoA Design Standards (including this document); and Consultancy Services Agreement (CSA)\n\nIn accordance with UoA Competition and Consumer Law Trade Practices and Compliance Manual, follow fair tendering procedures. Form panel of minimum two qualified UoA staff members to assess tender submissions and make recommendation of preferred tenderer to Unit Manager utilising pre-determined Tender Assessment Criteria. Seek written approval from Unit Manager via MEMO to proceed with engagement of preferred tenderer. File on TRIM. Notify all tenderers in writing of outcome.	Templates:\n- Consultant Invitation to Tender Letter\n- Consultant Scope of Services\n- Tender Assessment Criteria\n- Record of Incoming Tenders\n- MEMO requesting approval to engage Consultant\n- Tender Outcome Notification Letter\n\nConsultant and Contractor Information\n\nUoA Competition and Consumer Law Trade Practices and Compliance Manual (CCA Manual)	✓	*Filed Aconex 10/02/18*
SU-6	Project Manager	●	●	Consultant Engagement	Issue Letter of Engagement to successful tenderer. With assistance Senior Administration Assistant, engage Consultants using Consultancy Services Agreement (CSA) based on AS4122-2010 General Conditions of Contract for Consultants. File CSA on TRIM. Request copy of executed contract from Senior Administration Assistant, for secondary filing on S:drive. Submit Purchase Order Request e-pro online form in order to initiate processes for payment of Consultancy fees.	Templates:\n- Letter of Engagement of Consultant\n\nContacts- Senior Administration Assistant\n\nPurchase Order Request	✓	*CSA executed and filed Aconex and TRIM 10/02/18 PO raised*
SU-7	Project Manager	●	●	Consultant Induction	Arrange consultant induction and file completed Consultant Induction Form on TRIM.	Consultant Induction	✓	*Carried out 10/02/18*
SU-8	Project Manager	●	●	Project Delivery Communications Proforma	Complete Project Delivery Communications Proforma and issue to all stakeholders	Project Delivery Communications Proforma	✓	*Filed Aconex 20/02/18*
SU-9	Project Manager		●	Resources Chart	Prepare Project Resources Chart. Chart to be updated and submitted to Associate Director Capital Projects Delivery on a Monthly basis.	Project Resources Chart *	✓	*Filed Aconex 20/02/18*
SU-11	Project Manager		●	Cash Flow	Prepare Project Cash Flow. Chart to be updated and submitted to Associate Director Capital Projects Delivery on a Monthly basis.	Project Cash Flow *	✓	*Filed Aconex 20/02/18*
SU-QA	SPM/ PM	●	●	Quality Assurance	Update the Project QA Checklist- Start-Up Phase (or this master checklist document), and file on TRIM.	Project QA Checklist- Start-Up Phase	✓	*CPD Project Manager*

DESIGN STANDARD

A. Project Process Checklist

THE UNIVERSITY of ADELAIDE

COLOUR KEY

■ (black)	Table Heading
■ (grey-blue)	Project Phase Heading
● (blue)	Key Deliverable
● (red)	Stakeholder Approval/UoA Review
● (gold)	HOLD POINT - Gateway Checkpoint
●	Quality Assurance *(E.g., responses provided in grey italics)*

ACTION NUMBER	ACTION BY (indicative of typical only) *This list does not alleviate Consultant from obligation to provide full range of service outlined in agreed CSA Scope of Services*	PROJECT TYPE		PROJECT PHASE	ACTION DETAILS	REFERENCED DOCUMENTS RESOURCES CONTACTS	QUALITY ASSURANCE *(Example provided in grey italics)*	
		Simple (maintenance/ single discipline)	Complex (multi-discipline)	Action Title			✓ Completed	Comments (Including document file location, date AND UoA Project Officer signature)
BR				**DETAILED BRIEFING PHASE** (Phase 3 CSA Schedule 2- Scope of Service)	**Stakeholder engagement- detailed briefing and project definition** NOTE Detailed Briefing Phase and Concept Design Phases may be run in parallel.			
BR-1	Project Manager	●	●	Project Start-Up Meeting	Hold project start- up meeting using UoA Project Start-Up Meeting Agenda: - Ensure all Stakeholders are represented or included in circulation of minutes; - Reinforce obligations of the various Project Team members. This includes ensuring key Stakeholders are made aware of their obligations with regards to reviewing and signing- off on milestone documentation, within a strict time frame. Refer this checklist and UoA Standards- All Volumes, Part 2 for mandatory certification and sign-off process. Ensure Design Review Panel process is understood (refer BR-13 and CD9).	UoA Project Start-Up Meeting Agenda (under development) Project Team Minutes (under development) UoA Standards- All Volumes, Part 2	✓	*Minutes files Aconex*
BR-2	Consultant	●	●	Stakeholder Consultation	Commence Stakeholder/ End-User consultation in accordance with Stakeholder Consultation Plan developed in Feasibility Phase.	Stakeholder Consultation Plan *	✓	*Weekly meetings scheduled*
BR-3	Consultant	●	●	Specialist Equipment	Confirm with end-user specialist equipment requirements (existing and new)			*Requirements recorded in return brief*
BR-4	Project Manager		●	Computer and Telephony Services	Engage with Faculty Technical Partner. Issue ITS- Data and Voice Request Form to Faculty Technical Partner/ End-Users to establish Computer and Telephony requirements	ITS - Data and Voice Request Form	✓	*Requirements recorded in return brief*
BR-5	Consultant		●	Audio Visual	Engage with Manager AV Services and end-users to establish AV requirements specific to the project.	Contacts- Manager AV Services	✓	*Requirements recorded in return brief*
BR-6	Project Manager		●	Space Standards	Review (with assistance from UoA Space Planner if required) proposed Return Brief for compliance with Space Standards. Any deviation from Space Standards constitutes deviation from UoA Design Standards and requires approval from Director of Infrastructure	Space Standards- UoA Design Standards Volume B- Building and Architecture, Clause 4.3	✓	
BR-7	Consultant	●	●	Occupation Health and Safety	Engage with HSW Coordinator at the relevant School/ Faculty, or where not available, the Infrastructure Risk and OH Advisor to identify issues/ risks specific to the project.	Contacts- Capital Projects & Facilities Management-Risk/ OHS Advisor	✓	*Issues raised recorded in return brief*
BR-8	Project Manager		●	Safety in Design- Project Risk Register	Prepare preliminary Safety in Design Project Risk Register. This register must be maintained and developed throughout the life of the project. Refer UoA Standards, all Volumes Part 2.8 for further details about the Register, as well as the mandatory Safety in Design/ Workplace Health and Safety Workshop that occurs during the Documentation Phase. Include register in Detailed Return Brief.	UoA Design Standards All Volumes, Clause 2.8 Safety in Design Project Risk Register *	✓	*Minuted in weekly project team meetings. Filed Aconex*
BR-9	Consultant		●	Room Data Sheets	For all projects that are new builds, building extensions, complicated (multi-disciplinary) refurbishments, or projects requiring complex stakeholder engagement, prepare Room Data Sheets for all rooms and spaces as part of the Return Brief. Confirm with Associate Director Capital Projects & Facilities Management if clarification of project classification is required.	Room Data Sheets *	✓	*Included in Return Brief. Filed Aconex 30/03/18 with Concept Design*
BR-11	Consultant	●	●	Detailed Return Brief	Issue detailed return brief reflecting all of the above, for approval. (Refer also Room Date Sheets above). NOTE: This may be issued in parallel with Concept Design (next phase)		✓	*Submitted with Concept Design*
BR-12	Project Manager	●	●	Stakeholder approval	Obtain endorsement and written sign-off of compliant return-brief from Stakeholders (refer F-23 Stakeholder List), following the process established in the Project Initiation Phase. NOTE The Detailed Return Brief and the Concept Design Documentation package (next phase) may be submitted for approval at the same time.		✓	*Received Stakeholder (End User) Approval Schedule filed 12/04/18 Aconex (with Concept Design)*
BR-13	Project Manager	●	●	Design Review Panel Engagement	Issue the Detailed Return Brief to the UoA Design Review Panel (a mandatory stakeholder for all projects). Obtain endorsement and establish a program of Panel reviews for the project.		✓	*Received Stakeholder (End User) Approval Schedule filed 12/04/18 Aconex (with Concept Design)*
CD-1	Consultant	●	●	Concept Design	Commence Concept Design phase.	Project Team Meeting Minutes*	✓	
CD-2	Consultant		●	Stakeholder Consultation	Continue Stakeholder/ End-User consultation and Change Management throughout the Concept Design Phase, including Indigenous engagement for identified projects.		✓	*Weekly meetings ongoing and minuted*
CD-3	Consultant	●	●	Safety in Design	Issue regular Safety in Design updates (including risk register) for minuting and action at Project Team Meetings throughout the Concept Design Phase and for the duration of the project.		✓	*Minuted in weekly design team meetings*
CD-4	Consultant		●	Traffic and Parking	Prepare and Issue Traffic and Parking Impact Report if required. This may also be required for Planning and Development Approvals.		✓	*NA*
CD-5	Consultant	●	●	**A. Documentation -** Concept Design	At completion of Concept Design Phase, issue the Concept Design documentation as required to explain concept for approval, compliant with UoA Design Standards Volume K Documentation. Mark documents "PRELIMINARY".	UoA Design Standards Volume K Documentation	✓	*Documents received 30/03/18*
CD-6	Consultant	●	●	**B. Certification -** UoA Design Standard	Certify in writing that the Concept Design documentation package complies with all Volumes of the UoA Design Standard, and provide a comprehensive, justified list of departures. This includes compliance with Volume A (This document) Project Process Checklist (consultant obligations). Await approval prior to proceeding to the next phase.	Consultant Certification Schedule	✓	*No departures*

ID	Role			Task	Description	Reference	✓	Notes
CD-7	Consultant	●	●	**C. Certification** - Project Brief	Certify in writing that the Concept Design meets all the requirements of Project Brief, along with a comprehensive, justified list of departures. This includes (but is not limited to): - Project Capital Budget order of cost; - Project Operating Budget estimate; - Documentation to support project specific sustainability design and reporting obligations; Await approval prior to proceeding to the next phase.	Consultant Certification Schedule	✓	*No departures*
CD-8	Project Manager	●	●	Stakeholder approval	Review Concept Design Milestone Package for completeness. Issue package (or parts of, depending on expertise/ involvement of recipient) to Stakeholders. In accordance with the Stakeholder Approval Process outlined in the Strategic Project Brief, engage with Stakeholders as required (this may involve review meetings) to obtain endorsement and written sign-off of the proposed Concept Design package. **NOTE The Detailed Return Brief (previous phase) and the Concept Design Documentation Package may be submitted for approval at the same time.**	Stakeholder Approval Schedule	✓	*Received Stakeholder (End User) Approval Schedule filed 12/04/18 Aconex.*
CD-9	Consultant	●	●	Design Review Panel Presentation	Present to the Design Review Panel and obtain written endorsement. The timing and number of presentations is determined during Concept Design Phase BR-13.	Design Review Panel Terms of Reference	✓	*Received Stakeholder (End User) Approval Schedule filed 12/04/18 Aconex.*
CD-10	Project Manager	●	●	HOLD POINT- GATEWAY CHECKPOINT	For projects with any identified departures (relating to either the UoA Design Standard or Project Brief), submit relevant sections of the Milestone package to *Associate Director CPFM*, and subsequently *Director Infrastructure* (or delegate), for consideration and sequential approval. This approval may be sought in parallel with the CD-8 Stakeholder Approval process. NOTE: For departures relating to technical disciplines, submit details to relevant UoA technical stakeholder (e.g.. ITS) for comment prior to submitting to *Associate Director CPFM*. Pending the above approvals, issue conditional approval to proceed to the next phase with instruction to address any issues raised in the Stakeholder and Director Approvals process. For projects with no departures, issue approval to proceed to next phase.	Contacts- Associate Director Capital Projects & Facilities Management	✓	*No departures approval to proceed to Detailed Design phase granted. Aconex12/04/18*
CD-QA	Project Manager	●	●	Quality Assurance	Update this Checklist (or the Project QA Checklist- Concept Design Phase), and file on TRIM.	Project QA Checklist- Concept Design Phase	✓	*CPD Project Manager*

DESItGN STANDARD

DESIGN STANDARD

A. Project Process Checklist

THE UNIVERSITY of ADELAIDE

COLOUR KEY

	Table Heading
	Project Phase Heading
●	Key Deliverable
●	Stakeholder Approval/UoA Review
●	HOLD POINT - Gateway Checkpoint
●	Quality Assurance *(E.g.. responses provided in grey italics)*

GO TO: Project QA Checklist - PHASE 4

ACTION NUMBER	ACTION BY (indicative of typical only)	PROJECT TYPE		PROJECT PHASE	ACTION DETAILS	REFERENCED DOCUMENTS RESOURCES CONTACTS	QUALITY ASSURANCE *(Example provided in grey italics)*	
	This list does not alleviate Consultant from obligation to provide full range of service outlined in agreed CSA Scope of Services	Simple (maintenance/ single discipline)	Complex (multi-discipline)	Action Title			✓ Completed	Comments (Including document file location, date AND UoA Project Officer signature)
DD				**DETAILED DESIGN (DESIGN DEVELOPMENT) PHASE** (Phase 4 CSA Schedule 2- Scope of Service)	Development of Design			
DD-1	Consultant	●	●	Design Development	Commence Design Development Phase.		✓	*Continuing*
DD-2	Project Manager	●	●	Design Team Meetings	Hold regular meetings with design team and Stakeholders in attendance throughout the Design Development Phase. For new building projects, building extensions, large/ complicated refurbishment projects, or smaller projects of a technical nature, appropriate UoA Peer-Reviewers (refer below) should be invited to attend the Design Team Meeting/s during the Design Development Phase to ensure familiarity with the project and speed up the peer-review process that occurs at the end of the phase.	Project Team Meeting Minutes*	✓	*Continuing weekly*
DD-3	Consultant and Project Manager		●	Planning and Development Approvals	Prepare and Issue Planning and Development Applications to Authorities for approval as required.		✓	*1/05/2018*
DD-4	Consultant	●	●	Services Supply Authority Applications	Submit applications for connection of new or increased electrical, water, gas, sewer and stormwater loads to the Supply Authorities.		✓	*13/05/2018*
DD-5	Consultant		●	SAMFS/ CFS	Consult with the SAMFS/ CFS for all new building projects and projects with project- specific emergency response risk issues.		✓	*Meeting 11/05/18. Minutes filed Aconex*
DD-6	Consultant	●	●	Safety in Design	Issue regular Safety in Design updates (including risk register) for minuting and action at Project Team Meetings throughout the Design Development Phase.		✓	*Minuted at weekly meetings Workshop held 29/05/18*
DD-7	Consultant		●	Stakeholder Consultation	Continue Stakeholder/ End-User consultation and Change Management throughout the Design Development Phase.		✓	*Continuing*
DD-8	Consultant		●	Safety in Design Workshop	For all new building projects; complex refurbishment projects, or high-risk projects, conduct a Safety in Design Risk Assessment Workshop. For simpler projects, seek confirmation from Associate Director Capital Projects & Facilities Management as to whether Workshop is required.	Contacts- Associate Director Capital Projects & Facilities Management	✓	*Minuted at weekly meetings Workshop held 29/05/18*
DD-9	Consultant		●	DDA and Equity Review	For projects involving the provision of a space accessible to the public, carry out DDA review during the Design Development Phase. This may involve a specialise DDA consultant. As a minimum a delegate from Student Life Disability Support or Infrastructure delegate must be in attendance.	Contacts- Student Life- Disability Support	✓	*Student Life representative attended Design Team Meeting 12/05/18*
DD-11	Consultant		●	Room Data Sheets	Prepare Room Data Sheets for all spaces in accordance with UoA Design Standards Vol K Documentation.		✓	*Submitted with DD Doc package*
DD-12	Consultant		●	**A. Documentation** - Design Development	At completion of Design Development Phase, issue the Design Development documentation package marked "PRELIMINARY", for approval, compliant with UoA Design Standards Volume K Documentation.	UoA Design Standards Volume K Documentation	✓	*Received 20/05/18 Aconex*
DD-13	Consultant		●	**B. Certification** - UoA Design Standard	Certify in writing that the Design Development package complies with all Volumes of the UoA Design Standard, and provide a comprehensive, justified list of departures. This includes compliance with *Volume A (This document) Project Process Checklist (consultant obligations)*. Await approval prior to proceeding to the next phase.	Consultant Certification Schedule	✓	*Consultant Certification Schedule received 20/05/18 Aconex Departures Submitted*
DD-14	Consultant		●	**C. Certification** - Project Brief	Certify in writing that the Design Development package meets all the requirements of Project Brief, along with a comprehensive, justified list of departures. This includes (but is not limited to): - Project Capital Budget order of cost; - Project Operating Budget estimate; - Documentation to support project specific sustainability design and reporting obligations; Await approval prior to proceeding to the next phase.	Consultant Certification Schedule	✓	*Consultant Certification Schedule received 20/05/18 Aconex Departures submitted*
DD-15	Project Manager		●	UoA Review	Carry out high-level review of the Milestone Issue- Design Development Documentation package (including Drawings and Specifications; Design Standards Certification and Project Brief Certification). Distribute package for technical review to the Author of the Building Standard Technical Section/ UoA Peer Reviewer, as listed below: 1. Data and AV documentation (with Building Standards Certification) reviewed by Technology Services; 2. Technical Engineering Services Disciplines reviewed by Maintenance Operations and 3. Architectural Documentation reviewed by Capital Projects.	Stakeholder Approval Schedule	✓	*Received Stakeholder (UoA) Approval Schedule filed 15/06/18 Aconex Received Stakeholder (AV and ITS) Approval Schedule filed 18/06/18 Aconex. Minor changes noted to be addressed during next phase.*
DD-16	Project Manager		●	Stakeholder approval	Review Design Development Milestone Package for completeness. Issue package (or parts of, depending on expertise/ involvement of recipient) to stakeholders. In accordance with the Stakeholder Approval Process outlined in the Strategic Project Brief, engage with Stakeholders as required (this may involve review meetings) to obtain endorsement and written sign-off of the proposed Design Development package. For the simplest projects, Stakeholder Approval at this stage may take the form of minuted endorsement by the Stakeholder group, at the Design Team Meeting, to acknowledge that the solution is in accordance with discussions to date and the Return Brief.	Stakeholder Approval Schedule	✓	*Received Stakeholder (End User) Approval Schedule filed 18/06/18 Aconex. Changes noted to be addressed during next phase.*

ID	Role			Task	Description	Reference	✓	Notes
DD-17	Project Manager		●	HOLD POINT- GATEWAY CHECKPOINT	For projects with any identified departures (relating to either the UoA Design Standard or Project Brief), submit relevant sections of the Milestone package to *Associate Director CPFM*, and subsequently *Director Infrastructure* (or delegate), for consideration and sequential approval. This approval may be sought in parallel with the Stakeholder Approval process. NOTE: For departures relating to technical disciplines, submit details to relevant UoA technical stakeholder (e.g.. ITS) for comment prior to submitting to *Associate Director CPFM*. Pending the above approvals, issue conditional approval to proceed to the next phase with instruction to address any issues raised in the Stakeholder and Director Approvals process. For projects with no departures, issue approval to proceed to next phase.	Contacts- Associate Director Capital Projects & Facilities Management	✓	*Received AD approval. Stakeholder Approval Schedule filed 20/06/18 Aconex* *Received Dir approval. Stakeholder Approval Schedule filed 22/06/18 Aconex* *Approval to proceed to CD phase granted. Aconex23/06/18*
DD-QA	Project Manager	●	●	Quality Assurance	Update this Checklist (or the Project QA Checklist- Design Development Phase), and file on TRIM.	Project QA Checklist- Design Development Phase	✓	*CPD Project Manager*

DESIGN STANDARD

A. Project Process Checklist

THE UNIVERSITY of ADELAIDE

COLOUR KEY

■ (black)	Table Heading
■ (grey-blue)	Project Phase Heading
● (blue)	Key Deliverable
● (red)	Stakeholder Approval/UoA Review
● (gold)	HOLD POINT - Gateway Checkpoint
●	Quality Assurance *(E.g.. responses provided in grey italics)*

ACTION NUMBER	ACTION BY (indicative of typical only) *This list does not alleviate Consultant from obligation to provide full range of service outlined in agreed CSA Scope of Services*	PROJECT TYPE		PROJECT PHASE	ACTION DETAILS	REFERENCED DOCUMENTS RESOURCES CONTACTS	QUALITY ASSURANCE *(Example provided in grey italics)*	
		Simple (maintenance/ single discipline)	Complex (multi-discipline)	Action Title			✓ Completed	Comments (Including document file location, date AND UoA Project Officer signature)
DOC				**CONTRACT DOCUMENTATION PHASE** (Phase 5 - CSA Scope of Services)	Contract Documentation to 50% complete.			
DOC-1	Project Manager		●	UniSpace Building/ Room Numbering	Issue Approved Design Development Drawings to UniSpace for allocation of Building and Room Numbering.	Contacts- Unispace	✓	
DOC-2	Consultant	●	●	Documentation	Proceed with Contract Documentation. Incorporate any comments from Design Development Peer-review into Contract Documentation		✓	
DOC-3	Consultant	●	●	Stakeholder Consultation	Continue Stakeholder/ End-User consultation and Change Management throughout the Contract Documentation Phase.		✓	*Continuing weekly design team meetings*
DOC-4	Consultant	●	●	Safety in Design	Issue regular Safety in Design updates (including risk register) for minuting and action at Project Team Meetings throughout Contract Documentation Phase		✓	*Minuted at weekly design team meetings*
DOC-5	Consultant		●	**A. Documentation -** Contract Documentation 50% Complete	At completion of 50% Contract Documentation Phase, issue the documentation package marked "PRELIMINARY", for approval, compliant with UoA Design Standards Volume K Documentation.	UoA Design Standards Volume K Documentation	✓	*Received 20/06/18 Aconex*
DOC-7	Consultant	●	●	**Value Management**	Conduct a Value Management session based on 50% complete documents, involving: 1. Value Management Session; followed by 2. Certify in writing that the proposed value managed solution meets all the requirements of Project Brief, along with a comprehensive, justified list of departures for approval, prior to proceeding. This includes (but is not limited to): - Project Capital Budget order of cost; - Project Operating Budget estimate; - Documentation to support project specific sustainability design and reporting obligations; 3. Certify in writing that the proposed value managed solution complies with all Volumes of the UoA Design Standard. Provide a comprehensive, justified list of departures, for approval prior to proceeding. NOTE: **In addition to this mandatory VM session, ANY designated Value Management Session during the course of the project must follow the above THREE-step process outlined above**	Value Management Schedule *	✓	*Workshop held 23/06/18. Minutes filed Aconex*
DOC-8	Consultant		●	**B. Certification -** UoA Design Standard	Certify in writing that the 50% Documentation package AND Value Management proposals, comply with all Volumes of the UoA Design Standard, and provide a comprehensive, justified list of departures. This includes compliance with *Volume A (This document) Project Process Checklist (consultant obligations).* Await approval prior to proceeding to the next phase.	Consultant Certification Schedule	✓	*Consultant Certification Schedule received 20/06/18 Aconex Departures (as result of VM) submitted*
DOC-9	Consultant		●	**C. Certification -** Project Brief	Certify in writing that the 50% Documentation package AND Value Management proposals, meet all the requirements of Project Brief, along with a comprehensive, justified list of departures. This includes (but is not limited to): - Project Capital Budget order of cost; - Project Operating Budget estimate; - Documentation to support project specific sustainability design and reporting obligations. Await approval prior to proceeding to the next phase.	Consultant Certification Schedule	✓	*Consultant Certification Schedule received 20/06/18 Aconex No departures*
DOC-11	Project Manager		●	Stakeholder approval	Obtain written sign-off from Stakeholders for 50% complete Contract Documentation following the process established in the Project Initiation Phase.	Stakeholder Approval Schedule	✓	*Received 02/07/18 Aconex*
DOC-12	Project Manager		●	UoA Review- 50% Docs	Carry out high-level review of Milestone 50% Documentation package. This includes: Drawings and Specifications; Building Standards Certification Forms; and Whole of Life-Cycle Report). Distribute package for technical review to the Author of the Building Standard Technical Section/ UoA Peer reviewer, as listed below: 1. Data and AV documentation (with Building Standards Certification) reviewed by Technology Services 2. Technical Engineering Services Disciplines reviewed by Maintenance Operations; and 3. Architectural Documentation reviewed by Capital Projects. If resources or technical expertise are not available, seek approval from Manager Capital Projects Delivery to engage an external, independent reviewer. Return- commentary to be incorporated into Documents during the remainder of the Contract Documentation Phase.	Stakeholder Approval Schedule	✓	*Received 10/07/18 Aconex. Issues raised filed on Aconex- to be addressed during remainder of Contract Documentation Phase.*
DOC-13	Project Manager		●	HOLD POINT- GATEWAY CHECKPOINT	For projects with any identified departures (relating to either the UoA Design Standard or Project Brief), submit relevant sections of the Milestone package to Associate Director CPFM, and subsequently Director Infrastructure (or delegate), for consideration and sequential approval. This approval may be sought in parallel with the Stakeholder approval. NOTE: For departures relating to technical disciplines, submit details to relevant UoA technical stakeholder (eg. ITS) for comment prior to submitting to Associate Director CPFM. Pending the above approvals, issue conditional approval to proceed to the next phase with instruction to address any issues raised in the Stakeholder and Director Approvals process. For projects with no departures, issue approval to proceed to next phase.	Contacts- Associate Director Capital Projects & Facilities Management	✓	*Received AD approval of departures. Stakeholder Approval Schedule filed 03+L141:L148+L143:L148/07/18 Aconex Received Dir approval of departures. Stakeholder Approval Schedule filed12/07/18 Aconex. Approval to proceed to next phase- issues raised during UoA technical review to be addressed in next phase.*
DOC				**CONTRACT DOCUMENTATION PHASE** (Phase 5 ctd.- CSA Scope of Services)	Contract Documentation to 100% complete.			

ID	Role			Task	Description	Reference	✓	Status
DOC-14	Consultant	●	●	Contract Documentation continuation	Continue with Contract Documentation Phase through to 100% Complete, incorporating approved outcomes from the 50% review processes.		✓	
DOC-15	Consultant	●	●	Safety in Design	Issue regular Safety in Design updates (including risk register) for minuting and action at Project Team Meetings throughout Contract Documentation Phase		✓	*Minuted at weekly project team meetings*
DOC-16	Project Manager	●	●	Building Certification and Authority Permits	Ensure all Authority Permits (including Office of Technical Regulator) and Building Approvals, as required, are in place and levies (CITB/ other) are paid. Record Development Approval (including stamped drawings) on Aconex and TRIM. Notify Unispace of availability of approved drawings.	Contacts- Unispace	✓	*BRC 15/7/18 Aconex*
DOC-17	Consultant	●	●	A. Documentation - Contract Documentation 100% Complete	At completion of Contract Documentation Phase, issue 100% complete documentation package for approval, compliant with UoA Design Standards Volume K Documentation . Marked "TENDER" or "For Construction" as appropriate.	UoA Design Standards Volume K Documentation	✓	*Package received 20/07/18 Aconex*
DOC-18	Consultant	●	●	B. Certification - UoA Design Standard	Certify in writing that the 100% Complete Contract Documentation package complies with all Volumes of the UoA Design Standard, and provide a comprehensive, justified list of departures. This includes compliance with Volume A (This document) Project Process Checklist (consultant obligations). Await approval prior to proceeding to the next phase.	Consultant Certification Schedule	✓	*Consultant Certification Schedule received 20/07/18 Aconex No departures*
DOC-19	Consultant	●	●	C. Certification - Project Brief	Certify in writing that the 100% complete Contract Documentation package meets all the requirements of Project Brief, along with a comprehensive, justified list of departures. This includes (but is not limited to): - Project Capital Budget order of cost; - Project Operating Budget estimate; - Documentation to support project specific sustainability design and reporting obligations. Await approval prior to proceeding to the next phase.	Consultant Certification Schedule	✓	*Consultant Certification Schedule received 20/07/18 Aconex No departures*
DOC-21	Consultant	●	●	Pre-tender estimate	Submit Pre-tender estimate based on 100% complete documents.		✓	*Received 27/07/18 Aconex*
DOC-22	Project Manager	●	●	Stakeholder approval	Obtain written sign-off from Stakeholders for 100% Contract Documentation following the process established in the Project Initiation Phase. Ensure obligations for Communications and Engagement including Change Management are met.	Stakeholder Approval Schedule	✓	*Received 02/08/18 Aconex*
DOC-23	Project Manager	●	●	HOLD POINT- GATEWAY CHECKPOINT	Review 100% Contract Documentation milestone package for compliance. For projects with any identified departures (relating to either the UoA Design Standard or Project Brief), submit relevant sections of the Milestone package to Associate Director CPFM, and subsequently Director Infrastructure (or delegate), for consideration and sequential approval. This approval may be sought in parallel with the Stakeholder approval. NOTE: For departures relating to technical disciplines, submit details to relevant UoA technical stakeholder (eg. ITS) for comment prior to submitting to Associate Director CPFM. Pending the above approvals, issue conditional approval to proceed to the next phase with instruction to address any issues raised in the Stakeholder and Director Approvals process. For projects with no departures, issue approval to proceed to next phase.	Contacts- Associate Director Capital Projects & Facilities Management	✓	*Approval to proceed to next phase granted by PM (no departures) 03/08/18 Aconex*
DOC-QA	Project Manager	●	●	Quality Assurance	Update this Checklist (or the Project QA Checklist- Documentation Phase), and file on TRIM.	Project QA Checklist- Documentation Phase	✓	*CPD Project Manager*
TEN				**TENDER PHASE** (PHASE 6 - CSA Scope of Services)	NB. For a-typical projects that are to be competitively tendered to an external Managing Contractor (in lieu of automatic allocation to incumbent UoA Managing Contractor), OR where sub-contractor is to be engaged directly by UoA. For direct engagement of Sub-contractor, this phase may occur earlier in the process.			
TEN-1	Project Manager		●	External Contractor	For a-typical projects to be competitively tendered to an external Managing Contractor (or Sub-Contractor): - compile list of contractors to be invited to competitively tender for approval by Associate Director Capital Projects & Facilities Management; - establish whether/ when novation of consultants will occur.	Contacts- Associate Director Capital Projects & Facilities Management		
TEN-2	Project Manager		●	Contractor Tender	Issue tender package including: - letter of invitation; - Tender Contract Documentation package; - Design Standards; - Copy of Conditions of proposed Contract. In accordance with UoA Competition and Consumer Law Trade Practices and Compliance Manual, follow fair tendering procedures. Form panel of minimum two qualified UoA staff members to assess tender submissions and make recommendation of preferred tenderer to Unit Manager. Obtain written confirmation (Memo) from Unit Manager to proceed with engagement of preferred tenderer. File Memo on TRIM. Notify all tenderers in writing of outcome.			
TEN-3	Project Manager		●	Contractor Engagement	Issue letter of engagement to successful tenderer. Issue web-link to Contractor Information Pack. This pack includes the Contractor Guide (information to assist with the safe and timely completion of works in accordance with UoA processes, systems and relevant legislative requirements), as well as Permit/ Permissions to Work forms for high risk work. Engage tenderer using Managing Contractor Contract or Minor Works Contract. File executed contract on TRIM. Submit Capital Expenditure Request Form to Senior Administration Assistant in order to initiate process for payment of Contractor invoices.	Capital Expenditure Request / Contacts- Senior Administration Assistant		
TEN-4	Project Manager		●	Contractor Induction	Arrange contractor induction and file completed Contractor Induction Form on TRIM			
TEN-5	Project Manager		●	Contractor Certificates	Obtain and file on TRIM Managing Contractor certificates including: - WorkCover certificate; - Insurances PL and PI; - Detailed Workplace Health and Safety Plan (JSAs, SWPs, OHS policy and procedures); - Builders License; - Business registration (if applicable).			

DESIGN STANDARD
A. Project Process Checklist

THE UNIVERSITY *of* ADELAIDE

COLOUR KEY

■ (black)	Table Heading
■ (grey)	Project Phase Heading
● (blue)	Key Deliverable
● (red)	Stakeholder Approval/UoA Review
● (gold)	HOLD POINT - Gateway Checkpoint
● (white)	Quality Assurance *(E.g.. responses provided in grey italics)*

ACTION NUMBER	ACTION BY (indicative of typical only)	PROJECT TYPE		PROJECT PHASE	ACTION DETAILS	REFERENCED DOCUMENTS RESOURCES CONTACTS	QUALITY ASSURANCE *(Example provided in grey italics)*	
	This list does not alleviate Consultant from obligation to provide full range of service outlined in agreed CSA Scope of Services	Simple (maintenance/ single discipline)	Complex (multi-discipline)	Action Title			✓ Completed	Comments (Including document file location, date AND UoA Project Officer signature)
CON				**CONSTRUCTION PHASE** (Phase 7 - CSA Scope of Services)				
CON-1	Consultant	●	●	For- Construction Issue	Issue Documentation marked "FOR CONSTRUCTION" incorporating approved outcomes of the 100% Contract Documentation review.		✓	*Issued 03/09/18 Aconex*
CON-2	Project Manager	●	●	Notice of Construction Start- Up	Issue Notification of Construction Start form to all listed on the Project Delivery Communications Proforma (refer Start-Up Phase).	Notification of Construction Start	✓	*Issued 30/08/18 Aconex*
CON-3	Managing Contractor		●	Cost Plan and Program	Prepare Cost Plan and Program based on "For Construction" contract documentation.		✓	*Received 30/08/18 Aconex*
CON-4	Managing Contractor & Project Manager		●	Traffic Management Plan	Issue Traffic Management Plan. File on TRIM. Reflect content in notifications to University Community.		✓	*Received 03/09/18*
CON-5	Managing Contractor & Project Manager		●	Building Evacuation Procedures	Identify modified building evacuation procedures during construction.		✓	*03/09/18 Aconex*
CON-6	Managing Contractor	●	●	Site Inductions	Carry out site inductions for all UoA Staff requiring access.		✓	*27/08/2018*
CON-7	Project Manager	●	●	Communications- Notice of Works	Follow Capital Projects Delivery Communications Protocol to request assistance from the Communications and Engagement team to notify the university community about the works program/ restrictions/ news. This may include the preparation/ circulation/ installation of : - construction works notices; - posters; - website newsletter; - signage.	Capital Projects Delivery Communications Protocol / Contacts- Customer and Support Services- Manager Communications and Engagement	✓	*Liaised with Comms and Engagement Branch Notification 20/08/18*
CON-8	Project Manager	●	●	Furniture Re-use	Confirm with Associate Director CPFM opportunities for reuse of unwanted furniture elsewhere, and manage relocations.	Contacts- Associate Director Capital Projects & Facilities Management	✓	*NA*
CON-9	Project Manager or Managing Contractor		●	Occupant Relocations	Manage pre-construction decanting of occupants.		✓	*Nil issues*
CON-10	Intentionally Blank							
CON-11	Managing Contractor	●	●	Construction/ Procurement	Commence Construction		✓	
CON-12	Managing Contractor	●	●	Asbestos	Issue asbestos dumping certificates (if applicable) to Project Manager and update Asbestos Register, for all projects involving the removal or discovery of asbestos.		✓	*Nil issues*
CON-13	Managing Contractor		●	Samples Approval	Issue prototype /samples as required for approval to Project Manager.		✓	*Approvals filed on Aconex*
CON-14	Managing Contractor	●	●	Safety in Construction Reporting	Continue to update Risk Register throughout construction. Issue regular Safety in Construction updates (including active risk register) at project team meetings for minuting and action.		✓	
CON-15	Contractor and Project Manager	●	●	Building Commissioning Plans	Issue Building Commissioning Plans for review and approval by Maintenance Operations, ITDS and any other relevant Stakeholders.		✓	*Received 10/10/18 Aconex*
CON-16	Managing Contractor	●	●	Building Commissioning and Inspections	Commission building. This may involve the involvement of an independent commissioning agent where stipulated in the Project Brief. Coordinate Service Delivery for commissioning and testing of services in accordance with the technical requirements of the UoA Design Standards.		✓	*Refer Manual for details*
CON-17	Managing Contractor	●	●	WHS Inspections	Contact Infrastructure/ Faculty Risk-OHS Adviser to carry out WHS inspections	Contacts- Capital Projects Delivery- Risk/ OHS Advisor	✓	*Refer Manual for details*
CON-18	Managing Contractor		●	Draft Post- Construction Documentation (Manuals)	Issue DRAFT Post-Construction Documentation (includes O&M Manuals) in accordance with UoA Design Standards Volume K Documentation, for review.		✓	*First Draft received 10/10/18 Aconex- returned incomplete Second Draft received 30/10/18 for review*
CON-19	Managing Contractor		●	Builders Statement	Issue Post- Occupancy Documentation- Builders Statement including compliance documentation: - Certificate of Occupancy (or Crown Land equivalent); - Form 2 Certificate of Compliance with ESP; - Form 1 Schedule of ESP; - Water, gas and electrical Certificates of Compliance;		✓	*30/10/18 Aconex*
CON-20	Intentionally Blank							

CON-21	Consultant	●	●	Defects	Compile defects list for rectification.	https://www.adelaide.edu.au/infrastructure/projects/info/	✓	1/11/18 Aconex
CON-22	Consultant	●	●	Consultants Letter of Endorsement of Practical Completion	Issue letter of endorsement of Practical Completion		✓	1/11/18 Aconex
CON-23	Project Manager	●	●	Practical Completion and Hand-over Schedule	Issue Practical Completion and Hand-over Schedule and file on Trim and Aconex.	Practical Completion and Hand-over Schedule		
CON-24	Project Manager	●	●	Practical Completion	Issue Certificate of Practical Completion and file on Trim and Aconex with: Practical Completion and Hand-over Schedule; Consultant letter of endorsement of Practical Completion; and the Builders Statement (including Essential Safety Provision Forms, Certificates of Compliance and Certificate of Occupancy (as applicable).	Certificate of Practical Completion Practical Completion and Hand-Over Schedule	✓	30/10/18 Aconex
CON-25	Consultant	●	●	Space Charging Base Floor Plans	Issue Space Charging Floor Plans. Transmit via Aconex to Unispace- Senior Data Coordinator. Refer UoA Design Standard, Volume K- Documentation for requirements.	UoA Design Standard, Volume K- Documentation Contacts- Unispace	✓	30/10/18 Aconex issued to Unispace
CON-QA	Project Manager	●	●	Quality Assurance	Update this Checklist (or the Project QA Checklist- Tender and Construction Phase), and file on TRIM.	Project QA Checklist- Tender and Construction Phase	✓	CPD Project Manager

DESIGN STANDARD

A. Project Process Checklist

THE UNIVERSITY of ADELAIDE

COLOUR KEY

⬛	Table Heading
⬛	Project Phase Heading
🔵 ●	Key Deliverable
🔴 ●	Stakeholder Approval/UoA Review
🟡 ●	HOLD POINT - Gateway Checkpoint
⬜ ●	Quality Assurance *(E.g.. responses provided in grey italics)*

GO TO: Project QA Checklist - PHASE 8

ACTION NUMBER	ACTION BY (indicative of typical only) *This list does not alleviate Consultant from obligation to provide full range of service outlined in agreed CSA Scope of Services*	PROJECT TYPE		PROJECT PHASE	ACTION DETAILS	REFERENCED DOCUMENTS RESOURCES CONTACTS	QUALITY ASSURANCE *(Example provided in grey italics)*	
		Simple (maintenance/ single discipline)	Complex (multi-discipline)	Action Title			✓ Completed	Comments (Including document file location, date AND UoA Project Officer signature)
HO				**HAND-OVER PHASE** (Phase 8 - CSA Scope of Services)	Post construction project hand- over to end-user			
HO-1	Managing Contractor		●	Relocation	Manage the relocation of occupants and equipment in accordance with the Relocations Information Package.		✓	*NA*
HO-2	Managing Contractor + Project Manager	●	●	Defects Management	Manage the defects liability phase and prioritise change requests. Reiterate to end-users that non-urgent requests shall not be processed until 6 months after occupancy.		✓	
HO-3	Project Manager		●	Training and Marketing Material	Liaise with Communications and Engagement Branch to assist with preparation of training and marketing material. This may include: - Building User Guide content; - "how- to" posters, aimed at supplementing formal inductions and manuals; - "explanatory" posters, aimed at communicating and celebrating design intent/ building initiatives/ project achievements. - marketing material (e.g.. photography, website article, newsletter, promotional posters, awards entries).	Capital Projects Delivery Communications Protocol	✓	*12/11/18 Form submitted*
HO-4	Consultant and Project Manager	●	●	Change Management- Building User Training	Conduct training for building users with record and signoff of attendance: - Building User training; - Safety in Design induction; - ESD Building User induction; - Operation and Maintenance induction; - Cultural Awareness Training. Under clause 3.3.7 UoA Design Standards Vol B Building and Architecture, clause 3.3.7, this Professional Development is compulsory for all UoA staff relocating to new premises. Contact Wirltu Yarlu Aboriginal Education for training details; - Communicate to end users that change requests will not be proceeded until 6 months after occupation. Record on Practical Completion and Handover Schedule	Contacts- Wirltu Yarlu Practical Completion and Hand-over Schedule UoA Design Standards Volume B Building and Architecture, Clause 3.3.7	✓	*Refer Handover Schedule for details*
HO-5	Project Manager		●	Official Opening	Organise Project Opening for applicable projects ensuring all Stakeholders are invited and Welcome to Country is delivered in accordance with UoA Vol- Building and Architecture, Part 3.	UoA Design Standards Volume B Building and Architecture, Clause 3.3.7	✓	*02/12/2018*
HO-6	Consultant	●	●	**A. Documentation - Post Construction**	Issue Milestone Post- Construction Documentation Package in accordance with *UoA Design Standard- Volume K Documentation*	UoA Design Standards Volume K Documentation	✓	*30/11/2018*
HO-7	Consultant	●	●	**B. Certification** - UoA Design Standard	Certify in writing that the Milestone Post Construction package complies with all Volumes of the UoA Design Standard, in particular Volume- Documentation and all associated post- construction checklists. Provide a comprehensive, justified list of departures. This includes compliance with Volume A (This document) Project Process Checklist (consultant obligations). Approval of the above must be granted before payment of final consultant invoices will be authorised.	Consultant Certification Schedule	✓	*Consultant Certification Schedule received 30/11/18*
HO-8	Consultant	●	●	**C. Certification** - Project Brief	Certify in writing that the Milestone Post Construction package meets all the requirements of Project Brief, along with a comprehensive, justified list of departures. This includes (but is not limited to): - Documentation to support project specific sustainability design and reporting obligations; Approval of the above must be granted before payment of final consultant invoices will be authorised.	Consultant Certification Schedule	✓	*Consultant Certification Schedule received 30/11/18*
HO-9	Project Manager	●	●	**HOLD POINT- CHECKPOINT** UoA Review- As Builts	1. Carry out high- level Project Manager review of Milestone Post Construction package (including Drawings and Specifications; Design Standards Certification and Project Brief Certification), for completeness and correctness. 2. Issue relevant sections of the milestone package to the appropriate UoA technical staff member for comprehensive review, including but not limited to: - Architectural Documentation reviewed by UniSpace; - Technical Engineering Services Disciplines reviewed by Maintenance Operations/ ITDS as appropriate. **NOTE** Return documents immediately to author, to incorporate any changes arising from the peer-review process.	Stakeholder Approval Schedule Contacts- Unispace	✓	*UoA Tech Review returned with Changes 07/12/18 UoA Unispace Returned with Changes 09/12/18* *UoA Tech Approved 12/12/18 UoA UniSpace 20/12/18*
HO-10	Intentionally Blank							
HO-11	Project Manager	●	●	Final Payment	Pending the attainment of HO-09 compliance approvals, authorise release of payment of final consultancy fee invoices. Authorisation of payment of final Consultancy Services invoices must NOT be granted until peer-review compliance is achieved.		✓	
HO-12	Project Manager	●	●	Post-Construction Documentation Register	Register approved Post-Construction Milestone package (Documentation, Design Standards Certification and Project Brief Certification) on Aconex and TRIM. Notify the following of the availability of the documents: - Associate Director Capital Projects & Facilities Management; - Associate Director Customer & Support Services- UniSpace.	Contacts- Associate Director Capital Projects & Facilities Management	✓	*Approved Docs Circulated 20/12/18*

HO-QA	Project Manager	●	●	Quality Assurance	Update this Checklist (or the Project QA Checklist- Hand-Over Phase), and file on TRIM.	Project QA Checklist- Hand-Over Phase	✓	*C&D Project Manager*

OM				POST CONSTRUCTION OCCUPATION MANAGEMENT AND MAINTENANCE PHASE				
OM-1	Project Manager	●	●	Building Services Performance Report	Establish program for post- occupancy building services, meter- monitoring and reporting, as stipulated in *UoA Vol Metering and Monitoring*. Engage independent party to carry out monitoring and prepare report. This should include reconciliation of predicted versus actual operating costs (carbon and financial) after at least one seasonal/ operational cycle. File on TRIM and Aconex and circulate to: - Associate Director Capital Projects & Facilities Management; - Strategic Portfolio Management- Energy Manager.	Contacts- Strategic Portfolio- Energy Manager Contacts- Associate Director Capital Projects & Facilities Management	✓	*Refer O&M Manual* *Independent reporting consultant engaged. Report received and circulated Aconex 12/06/18.*
OM-2	Project Manager		●	Stakeholder Post- Occupancy Survey	Carry out Stakeholder satisfaction survey at least 6 months after occupation using the Project Delivery Evaluation Form . File on TRIM and Aconex and circulate to: - Associate Director Capital Projects & Facilities Management; - Associate Director Strategic Portfolio Management.	Post Occupancy Survey* Contacts- Associate Director, Strategic Portfolio Management Contacts- Associate Director, Capital Projects & Facilities Management	✓	*15/05/18 6 month survey carried out . Filed Aconex and TRIM and circulated 18/05/18*
OM-3	Project Manager		●	Consultant Evaluation	Review Post-Occupancy Reports (Building Services Performance and Stakeholder Satisfaction). Complete Consultant Evaluation Template. File on TRIM and Aconex and circulate to: - Associate Director Capital Projects & Facilities Management; - Associate Director Strategic Portfolio Management.	Consultant Evaluation Template* Contacts- Associate Director, Strategic Portfolio Management Contacts- Associate Director, Capital Projects & Facilities Management	✓	*Completed 20/05/18. Filed TRIM and Aconex and circulated.*
OM-4	Project Manager	●	●	Lessons Learned	Complete Lessons Learned Template. File on Aconex and TRIM and circulate to: - Associate Director Capital Projects & Facilities Management; - Associate Director Strategic Portfolio Management.	Lessons Learned Template* Contacts- Associate Director, Strategic Portfolio Management Contacts- Associate Director, Capital Projects & Facilities Management	✓	*Completed 20/05/18. Filed TRIM and Aconex and circulated.*
OM-5	Project Manager	●	●	Quality Assurance	Update this Checklist (or the Project QA Checklist- Occupation Management Phase), and file on TRIM.	Project QA Checklist- Post Construction Phase	✓	*C&D Project Manager*
OM-6	Project Manager	●	●	Final Completion	Confirm defects are complete. Issue Certificate of Final Completion and file on Aconex and TRIM.. Authorise release of bank guarantee/ retention moneys as applicable. Certify to Associate Director Capital Projects & Facilities Management that all above obligations have been met and seek approval to close- out project on TRIM. **Payment of final Consultants invoices must NOT be issued until ALL Post Construction Hand-Over phase compliance obligations are complete.**	Release of Bank Guarantee Certificate of Final Completion	✓	*Certificate and release issued 30/10/19 Aconex. Filed TRIM*
OM-6	Project Manager	●	●	HOLD POINT- CHECKPOINT Project Completion Package	Ensure all elements of the Project Completion Package are file on TRIM and Aconex and the following are notified: - Associate Director Capital Projects & Facilities Management; - Associate Director Strategic Portfolio Management; - Strategic Portfolio Management- Energy Manager; - Associate Director Customer and Support Services- UniSpace. Package must include: - Final, approved Milestone Post Construction Package (Hand-over Phase drawings and specification); - Final, approved Design Standards Certification for the above Hand-over Phase documentation package, including justification for departures; - Final, approved Project Brief Certification, including justification for departures; - Building Standards Lessons Learned; - Post-Occupancy Building Services Performance Report; - Post-Occupancy Stakeholder Satisfaction Report; - Consultant Evaluation Report; and - Completed copy of Project Process Checklist (or QA checklists by phase)		✓	*As noted above.* *QA Checklists filed Aconex and TRIM 02/11/19*
OM-7	Project Manager	●	●	Project Close-Out	Close- out project on all systems.		✓	*All systems closed out 12/11/19*