Portico Reunited | The Portico Library Project
Outline Programme RIBA 1-3 - Development Phase
v6 02/05/24

Timeline header (2024): April (1, 8, 15, 22, 29), May (6, 13, 20, 27), June (3, 10, 17, 24), July (1, 8, 15, 22, 29), August (5, 12, 19, 26), September (2, 9, 16, 23, 30), October (7, 14, 21, 28), November (4, 11, 18, 25), December (2, 9, 16, 23, 30)

Timeline header (2025): January (6, 13, 20, 27), February (3, 10, 17, 24), March (3, 10, 17, 24, 31), April (7, 14, 21, 28), May (5, 12, 19, 26), June (2, 9, 16, 23, 30), July (7, 14, 21, 28), August (4, 11, 18, 25), September (1, 8, 15, 22, 29)

Category	Task
Set Meetings	Design Team Meetings
	Project Team Meetings
	Project Management meetings
Procurement	
Design Development	Review & consolidation of RIBA 0 -1
	RIBA 0 - 1 review and agreement complete
	Gateway Review 1
	Development of design to RIBA 2
	RIBA 2 Design Report complete
	Develop RIBA 2 Cost Plan
	RIBA 2 Cost Plan complete
	Gateway Review 2
	Development of design to RIBA 3
	RIBA 3 Design Report complete
	Review and update RIBA 3 Cost Plan
	RIBA 3 Cost Plan complete
	Gateway Review 3
	RIBA 3 refinement following gateway review
	Submit planning & Listed Building Consent application
	Determination period Planning & Listed Building Consent
Business Planning	Create initial draft of Business Plan based on brief to architects & developing design
	Draft Business Plan complete ready for review
	Gateway Review 1
	Revise Business Case after comments and completion of Concept Design
	Development Stage Business Case complete
	Gateway Review 2
	Business case refinement following gateway review
Marketing Activity	Create Delivery Phase Marketing Plan.
	Gateway Review
	Marketing Plan refinement following gateway review
Fundraising	Create fundraising strategy plan
	Fund raising plan complete
	Gateway Review 1
	Fundraising activity
	Gateway progress review 2
	Confirmed funding documention & fund-raising strategy for any ongoing gap
Development Activity & testing	Commission research into the origins and legacies of the Library's founders' wealth
	Complete research into the origins and legacies of the Library's founders'
	Gateway review
	Scope feasibility for Apprenticeship in Museums and Galleries Technician L3 Standard
	Complete feasibility review of Apprentice in Museums & galleries technician
	Gateway review
	Research, agree audience groups for co-creation & set up workshop dates
	Workshop to Design and test future kids activities/facilities (to feed into activity plan)
	Workshop to Test new event formats (to feed into activity plan)
	Workshop to Consult on and co-design future exhibition themes, processes, policies
	Workshop to Test minibus viability to bring communities from Longsight & Hulme
	Workshop 1 with Critical Friends - Co-creation of spaces, activities, facilities & services
	Workshop 2 with Critical Friends - Co-creation of spaces, activities, facilities & services
	Workshop 3 with Critical Friends - Co-creation of spaces, activities, facilities & services
	Design and assess feasibility of proposed Delivery phase activities for during Library closure
Delivery Phase Activity Plan	Draft the Delivery Phase Activity Plan
	Draft Plan complete
	Gateway Review 1
	Update Activity Plan
	Delivery Phase Activity Plan complete
	Gateway Review 2
	Delivery Phase activity plan refinement following gateway review
Evaluation	Develop & agree Evaluation Strategy
	Create the Evaluation Plan
	Carry out formative evaluation, particularly around the co-creation activities
	Initial formative report
	Gateway Review 1
	Formative evaluation continued
	Summative evaluation of the Development Phase
	Development Phase Evaluation Report complete
	Gateway Review 2
	Development Phase Evaluation report refinement following gateway review
NLHF Process & Management	NLHF Mid Development review mtg
	Collate & review delivery phase application
	Submit Round 2 Application
	Determination period