

Plan Summary (Re-draft for discussion)

Magor and Undy Community
Hub

2016-19

Outcomes by April 2019



- A sustainable, community centre and associated open space (“The Hub”) is in place and being managed effectively
- Residents are very supportive and are active in its management and development
- Residents agree that it has made Magor and Undy a better place to live
- People, of all ages, see it as place that helps create social, leisure and support networks
- People agree that it contributes to more active lifestyles
- Residents feel that the site contributes to the useable ‘green-space’ area in Magor and Undy
- People see that it helps to deliver other services that are needed by the community



Target Milestones 2016-19

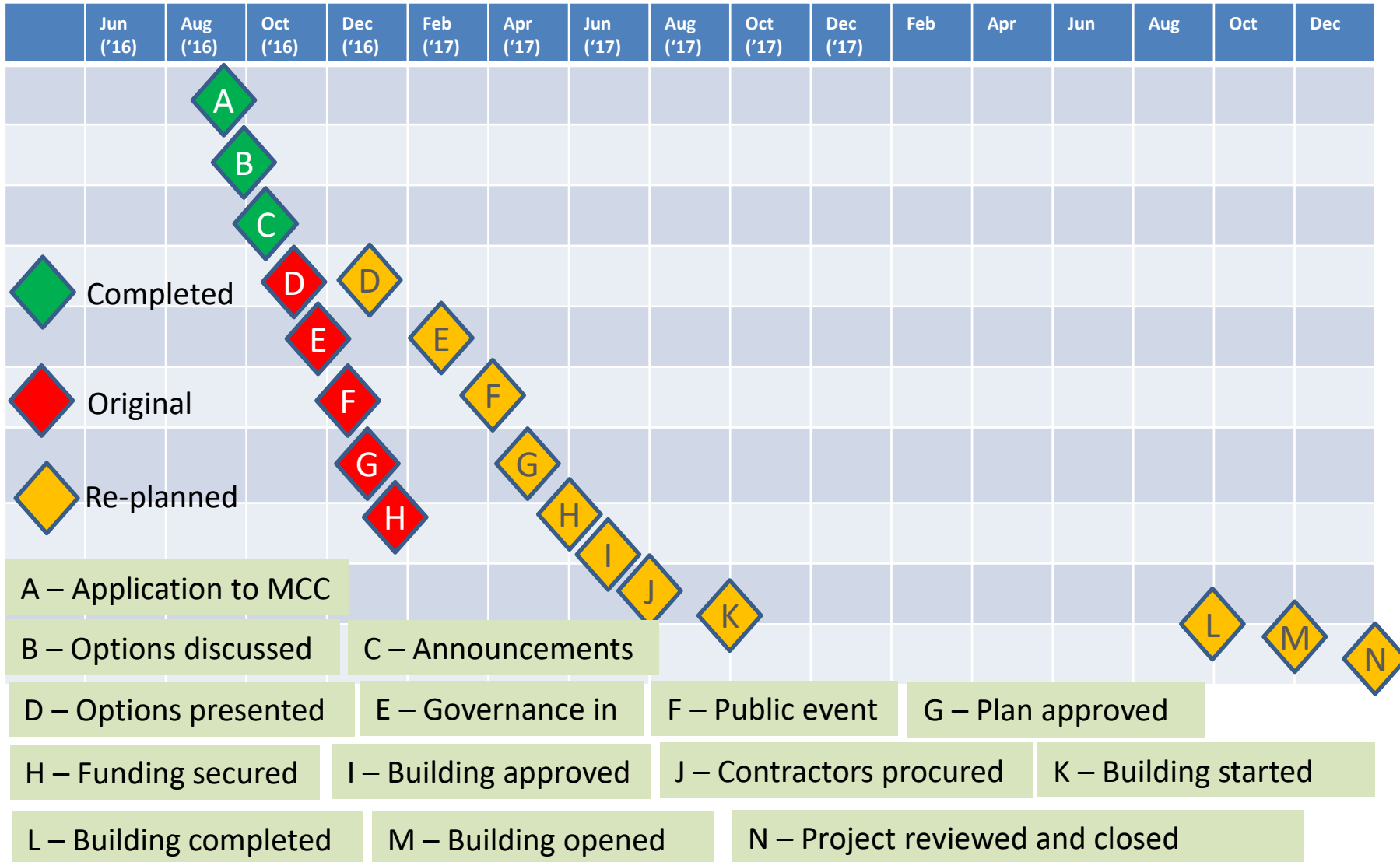


Lead person shown in red

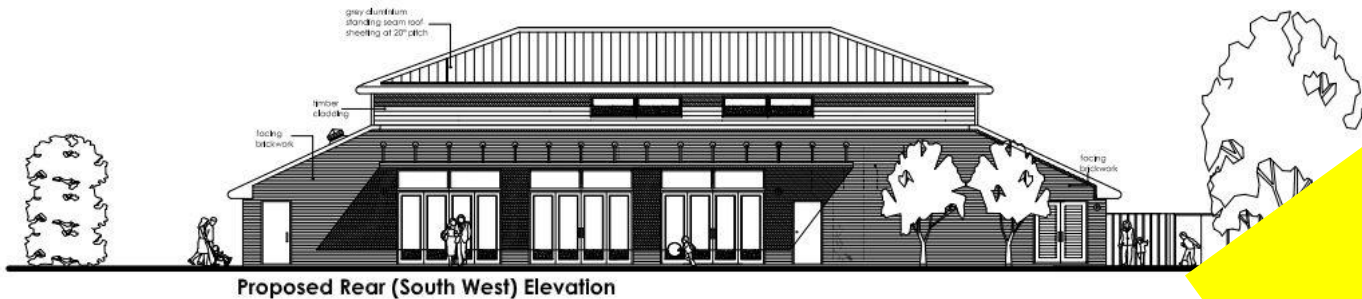
- **A** – Formal application for the site made to MCC - 8/7/16 (**AD**) - **Completed**
- **B** -Design options and high level plan agreed with Trust membership – 15/7/16 (**AD/PT**) - **Completed**
- **C** – Announcement made in The Villager – 31/7/16 (supported by use of social media, websites and press (**AD/PT/FT**) - **Completed**
- **D** – Design options with costings presented to MCC – January 2017 (**PT/Directors**) – **????**
- **E** – Full project governance arrangements in place – March 2017 (**PT**) - **????**
- **F** – Public event (3 style options) – April 2017 (**PT/Directors**) **????**
- **G** – Business , Finance and Project Plan approved by MCC – May 2017 (**PT/Directors**) - **????**
- **H** – Funding in place – June 2017 (**PT/Directors**) - **????**
- **I** - Building and site plans completed and approved – July 2017 (**PT/Directors**) - **????**
- **J** – Building contractors procured – August 2017 (**A PT/Directors**) - **????**
- **K** – Building commenced- October 2017 (**PT/Directors**) - **????**
- **L** – Building completed – October 2018 (**PT/Directors**) - **????**
- **M** – Building formally opened – December 2018 (**PT/Directors**) - **????**
- **N** – Project Review and close – February 2019 (**PT/Directors**) - **????**



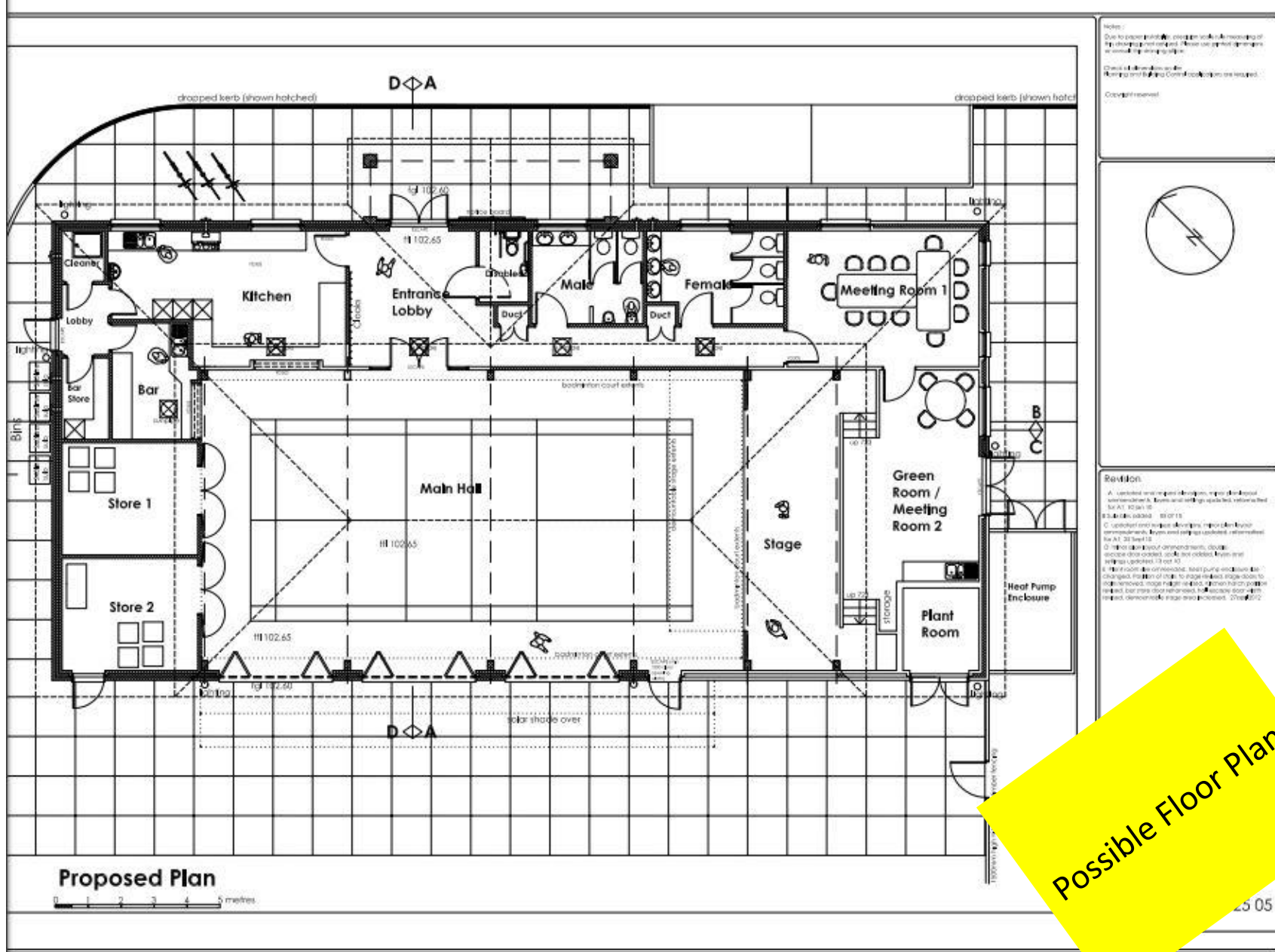
Target Milestones 2016-18



Example design - Something like Hartpury village hall



Possible Front and
Rear Elevations

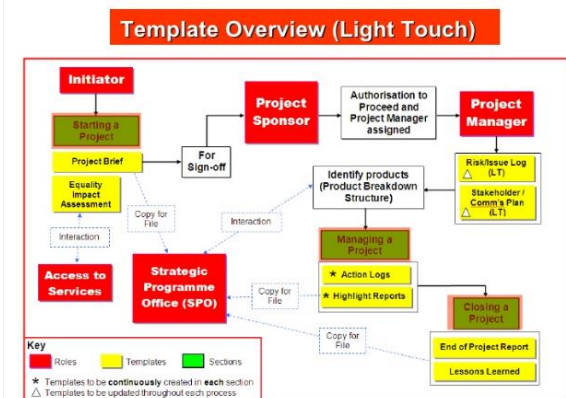
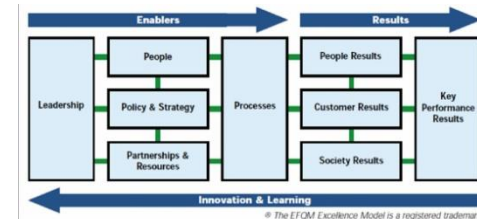


Possible Floor Plan

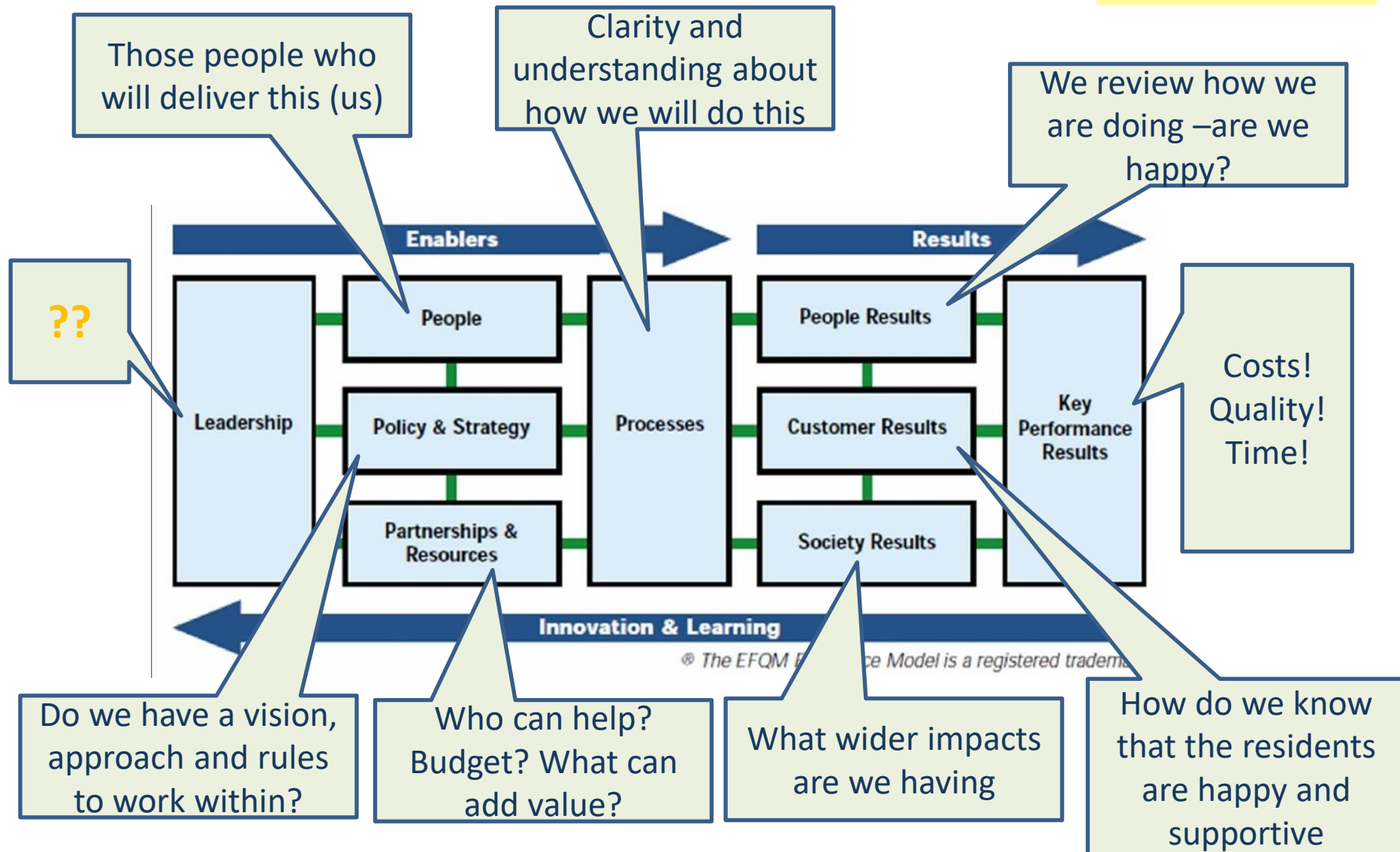
Governance Arrangements



- Business excellence framework to use as a 'plan, do, review' model
- PRINCE (light touch) – for project management



Business Excellence



Plan.....

Starting a Project

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1. Define what you propose to do
2. Know what you need to produce
3. Identify resources you need to help deliver the Project
4. Identify Risks & Issues
5. Identify people who you think may have an involvement in your project



Do....

Managing a Project

1. Be clear about undertaking tasks, what needs to be produced and by when
 2. Commence work via work packages
 3. Report your Progress
 4. Focus on actions and decisions
-



Review....

Closing a Project

Clip slide

1. Check you've achieved what you set out to do
2. Officially close the Project
3. Help others learn from your experience

