





Islwyn West Secondary School Project Responsibilities





and
project strategy
decision makers

Welsh Government

Caerphilly CBC Cabinet

21st Century Schools Project Board Funding approval Project approval

Stage approvals Project approvals Cost approval

Stage approvals
Design Sign off
Change control
Project governance
OBC/FBC development

Project level decision makers

Client Lead Officer
Martin Donovan

Project Manager
AECOM
Ron McLean/Jason Pritchard

Cost Manager
AECOM
Wayne Ganderton/Peter Baker

Project co-ordination
School consultation
Business case development
Project Board reports
Confirmation of design brief
Progress report to Welsh
Government

Programme management
Risk management
Value engineering
Meeting management
Contract management
Change management
Progress reporting
School consultation

Cost management
Procurement options
Tender preparation
Monthly valuation
Overall financial control
Interface with CCBC
Finance Department

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Caerphilly CBC Building Consultancy

> Caerphilly CBC Education Department

Caerphilly CBC Procurement

Caerphilly CBC Finance

- Architectural services to develop building solution appropriate for the site and within the budget allowance
- Development of structural solution
- · See works responsibility matrix for detailed services
- Development of M&E performance specification
- · Planning review prior to hand over
- · Development of outline room data sheets
- · Commissioning of site specific surveys SI, ecology, acoustic survey
- · BREEAM pre assessment
- · CDM-C
- · Initial internal road and car parking layouts
- · Development of external layouts including 3G pitch, external play areas
- · Development of FFE requirements for new build
- · Development of ICT strategy for new build
- · Finalisation of consultation in association with Client Lead officer and Project Manager
- · Definition of pupil numbers and ALN requirements
- Interface with Life Long Learning/Adult Education
- Interface with Central Transport Unit
- · Definition of tender requirements
- · Tender verification
- Tender returns
- Compliance
- Financial submissions/reports to Welsh Government
- Contractor payments based on monthly valuation recommendations
- Financial profiling

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Caerphilly CBC Highways

Caerphilly CBC Community Safety

Caerphilly CBC H&S Department

Caerphilly CBC Corporate catering

Caerphilly CBC Central Transport Unit

- Drainage interfaces
- Review of Internal road layouts

- · Safer routes in communities
- · Review of fire risk assessments
- · Car parking and bus drop off provision
- Kitchen provision
- · Kitchen specification and layouts
- Interface with design team and contractor
- Dining hall review and provision review of seating numbers and sittings
- · Deliveries and waste
- · Transport provision and review of drop off