



Image courtesy of Banyule City Council

SECTION 2

PROJECT PLANNING

Section 2: Project planning

Project planning is essential to the delivery of quality, efficient and well managed projects and budgets and is a must read for anyone embarking on a cricket infrastructure project.

All projects, no matter the size, need to be planned. The following staged planning process and principles will assist to create successful project outcomes, ensure you get what you want and paid for, and help to evaluate whether you achieved your project goals.

In addition to aligning your project with the following staged process, it is important to evaluate your project budget through all stages of planning. Budgets can escalate through all stages, even with minor changes and additions, and can become problematic or ultimately prohibitive to project progress if not managed effectively.

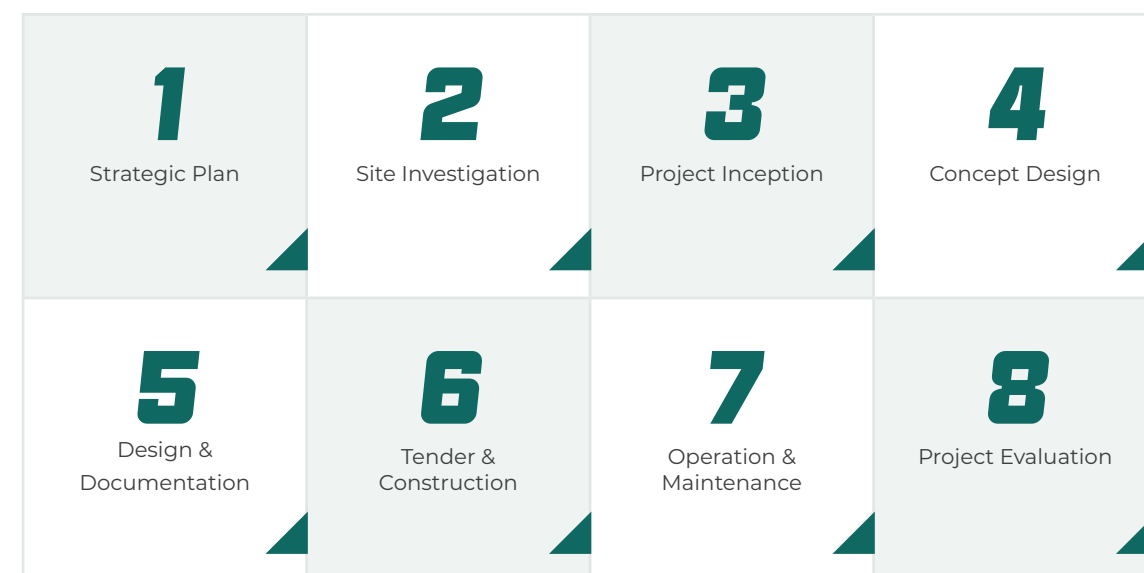
Your project budget will ultimately guide project outcomes and what can be delivered, so don't underestimate all costs involved as last-minute surprises will always cost more to resolve than if they were considered at the start of a project.



Adopting a 5-10% contingency to cover any potential events that are not included within your project budget is a common project risk mitigation strategy and highly recommended. Unexpected events or costs may typically include cost increases to materials or labour, variations to project scope or unforeseen works during construction. Planning for these potential costs in advance helps to ensure your project is still delivered within budget parameters. It also helps ensure you are not trying to secure additional budget or funding during or post construction, risking delays or ongoing financial implications.

Project planning and delivery stages

It is highly recommended that all infrastructure development projects follow the staged planning processes below. The degree of detail and resources required at each project planning and delivery stage should also align with the size, scale and specific needs of your project. Engagement of key stakeholders at each stage is also essential to ensuring a coordinated and collaborative approach to project delivery.



PROJECT STAGE	Description	Key stakeholders to be involved
STAGE 1 STRATEGIC PLAN	<ul style="list-style-type: none">A project / site has been identified as part of a master plan, in a local council strategy or as part of a peak sporting body strategic/facilities/infrastructure planConsultation to confirm community needs beyond cricket and other sporting partnersProject is supported by club / operator Business PlanSite has been earmarked as part of a precinct structure plan or broader development	<ul style="list-style-type: none">LandownerLocal GovernmentClub / Venue OperatorsLocal CommunitiesFunding PartnersState or Territory Cricket Associations
STAGE 2 SITE INVESTIGATION	<p>Undertake relevant investigations to confirm the appropriateness of the site.</p> <p>Note that these investigations may need to be undertaken by specialist consultants and may have cost and/or timeframe implications. Not all investigations are relevant for every project. Council and/or specialist consultants will be able to advise of these requirements.</p> <ul style="list-style-type: none">Obtain landowner consentUndertake a Certificate of Title search including details of all easements and covenantsStatutory Planning adviceHeritage adviceCultural Heritage advice and development of Management Plan (CHMP) by a Heritage AdvisorFlooding / Bushfire advice – consider if there has been a history of flooding, bushfire or other natural disaster in the area or whether modelling suggests the site is likely to flood in the futureGeotechnical investigationSoil contamination assessment and development of management planHazardous material assessment and development of management planDial before you dig (www.byda.com.au)Services trace to assist with determining location of existing underground servicesEngineering advice to understand capacity of existing electrical power supplyArboricultural advice (trees)Ecologist advice (vegetation removal)Advice from power and gas authority regarding connection requirementsAdvice from water and sewer authority regarding connection requirementsAdvice from Council on legal point of discharge (storm water)	<ul style="list-style-type: none">LandownerLocal GovernmentArchitectTechnical ConsultantsState or Territory Cricket Associations

PROJECT STAGE	Description	Key stakeholders to be involved
STAGE 3 PROJECT INCEPTION	<ul style="list-style-type: none"> Site investigations have been confirmed and potential site risks mitigated The capacity of the site to accommodate the new or extended infrastructure has been confirmed A Feasibility Study and Business Case has been developed Funding sources and partners have been confirmed Funding partner requirements have been factored into the project Project brief and clear scope has been written to confirm all requirements Project budget and timeframes are established (preliminary consideration of future operational and maintenance costs should also be considered) 	<ul style="list-style-type: none"> Landowner Local Government Club / Venue Operators Local Communities Architect Technical Consultants Funding Partners State or Territory Cricket Associations
STAGE 4 CONCEPT DESIGN	<ul style="list-style-type: none"> Appointment of architect, quantity surveyor (if required) and technical consultants (including ESD consultant to ensure sustainability considerations are considered and captured early in the design process) Detailed site investigations are confirmed by design teams Approval requirements for planning, building, and funding have been established Multiple design options are undertaken with a preferred option selected Selected option has been confirmed against original project brief and scope 	<ul style="list-style-type: none"> Local Government Club / Venue Operators Local Communities Architect Technical Consultants Funding Partners State or Territory Cricket Associations
STAGE 5 DESIGN & DOCUMENTATION	<ul style="list-style-type: none"> Preferred concept design is developed and documented. It is recommended that LGAs seek early design review and input from key maintenance staff to ensure maintenance considerations are reflected in the design. Design has been reviewed and approved by relevant stakeholders Planning and building permit approvals have been obtained Funding partner requirements have been incorporated Costs and timeframes are confirmed 	<ul style="list-style-type: none"> Local Government Club / Venue Operators Architect Technical consultants State or Territory Cricket Associations
STAGE 6 TENDER & CONSTRUCTION	<ul style="list-style-type: none"> Project procurement process has been undertaken and a suitable, qualified contractor has been selected Clear timeframes and budgets expectations have been set and appropriate contracts signed All planning and building permits have been obtained Approval from funding partners have been obtained 	<ul style="list-style-type: none"> Local Government Club / Venue Operators Architect Technical Consultants State or Territory Cricket Associations Funding Partners

PROJECT STAGE	Description	Key stakeholders to be involved
STAGE 7 OPERATION & MAINTENANCE	<ul style="list-style-type: none"> Project work has been completed and the facility is operational Operational responsibilities are allocated Maintenance regimes and budgets have been established Maintenance and operational outcomes are monitored, logged and reported 	<ul style="list-style-type: none"> Local Government Club / Venue Operators Local Communities State or Territory Cricket Associations
STAGE 8 PROJECT EVALUATION	<ul style="list-style-type: none"> Annual review of project outcomes against project objectives is conducted by stakeholders Document the outcomes following project implementation (e.g. has participation increased, have operational costs reduced, what feedback have you received from stakeholders?) Communicate outcomes and benefits to stakeholders regularly Use documented outcomes to inform future needs and your next project 	<ul style="list-style-type: none"> Local Government Club / Venue Operators Local Communities State or Territory Cricket Associations



Ensure that any professional services consultants and/or contractors engaged are suitably qualified and hold appropriate licences and insurance(s).