RESPONSIBILITY KEY
Technical Project Manager (TPM) / Delivery Manager (DM)
Technical Project Executive (TPE)
Client (with FF Approval)
Survey Company (SC)
Design Consultant (DC)
Framework Management Consultant (FMC)
AGP Provider (AGPP)
Specialist Testing Consultant (STC)
Local Planning Authority (LPA)

Key Notes

* If additional surveys have been identifed to support the planning application (i.e. Ecology, Archaeology, Biodiversity, Noise Impact Assessments etc) this could increase the period of time to complete the detailed design phase.
* The 16 week period shown on the timeline for a Planning Decision is indicative and could be shorter or longer depending on the complexity of the project.
* The 16 week period shown on the timeline for the FF Assessment and Approvals is based upon a Window 'B' submission - this could be reduced if an application is considered for Window 'A'.
* The 16 week period shown on the timeline for Construction assumes the construction of a new full size AGP, a refurbishment project would be considered a shorter duration of circa 10 weeks.
* This timeline does not consider a timeframe for the AGP Provider changing the agreed design that has planning cosent and therefore any time required to submit and secure a Non-Material Amendement (NMA).

Week	BRIEF	FEASIBILITY	DESIGN & PLANNING	TENDER	GRANT APPLICATION	GRANT AWARD	CONSTRUCTION	HANDOVER
AGP Framework 2024-28 (Technical Process)	1 2 3 4 5 6	7 8 9 10 11 12 13 14 15 16 17 18 19	20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46	47 48 49 50 51 52 53 54	55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70	71 72 73 74 75 76 77 78	79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98	99 100
STAGE 1 – PREPARATION & BRIEF								
Client confirms they have reviewed guidance docs and happy to proceed / provides SoT docs to the DM								
DM populates sections of the PID and issues to TPM including SoT Docs. DM also confirms that the project is viable								
TPM reviews PID / SoT docs and completes the PID								
TPM to instruct Football Foundations Solicitors to review SoT docs								
TPM issues completed PID / Framework Joining & Fee Undertaking Agreement for execution by the Client								
TPM visits site to run through the Framework process with the Client								
Client returns signed Framework Joining & Fee Undertaking Agreement to TPM								
TPM issues PID to the DC / FMC and instructs DC to carry out a Desk Top Review and Utility Search								
FMC adds to Framework Tracker								
TPE issues Form of Orders to the DC & FMC								
STAGE 2 – DESKTOP REVIEW, DC SITE VISIT AND TOPOGRAPHICAL SURVEY								
DC to provide Desktop Review and Utility Search to TPM including assessment on project viability based on findings								
DC to advise if any site-specific surveys are required before proceeding to the next stage and associated cost								
TPM instructs DC to undertake site visit and carry out Topographical Survey								
DC and FMC return the signed Form of Orders								
DC arranges a site visit to meet the Client, undertake site assessment and carry out Topographical Survey								
DC issues Third Party Warranty to Client.								
STAGE 3 – FEASIBILITY								
DC issues the initial design to TPM, FMC and Client								
DC arranges and Chairs an online Initial Design Review meeting with the TPM, FMC and Client								
DC to provide proposed fee to undertake Feasibility and Design Stage including Standard Site Surveys								
TPM instructs Feasibility and Standard Site Surveys								
DC issues the completed Feasibility pack to the TPM, FMC & Client								
FMC to undertake Principal Designer Risk Review								
TPM & Client to review Feasibility pack and design proposals								
TPM instructs DC to proceed with the Detailed Design and Planning Application including Site Specific Surveys								
STAGE 4 – DESIGN & PLANNING								
DC completes the Detailed Design and prepares the Planning Application including Site Specific Surveys								
FMC to undertake site visit to undertake Principal Designer PCSI								
DC advises on impact of Site-Specific Surveys and provides an updated programme to the TPM, FMC and Client								
DC submits the Planning Application / responds to any planning queries from the LPA								
DC advices on submission of the Planning Application and provide updates on progress to the TPM, MC and Client								
LPA to consider planning application for approval								
DC begins the process of discharging any pre-commencement conditions once Planning Consent is secured								
FMC begins drafting the tender documentation ahead of the instruction of the tender exercise								
DC notifys TPM, FMC and Client once all pre-commencement conditions are discharged								
TPM issues project feedback form to Client								
STAGE 5 – TENDER								
FMC issues Third Party Warranty to Client								
Client signs and returns Warranty								
FMC completes tender documentation and issues single stage tender to AGP Provider (on receipt of signed warranty)								
AGP Provider submit tender return with GMP								
FMC completes tender evaluation & issues tender report to Client and TPM								
STAGE 6 – GRANT APPLICATION / VALUE ENGINEERING								
FMC notifies preferred AGP Provider (subject to grant approval by the Football Foundation)								
Client submits Grant Application to Football Foundation								
TPM & DM assess Grant Application, prepare Panel report and present at Panel for a funding decision								
AGP Provider begins process of discharging any remaining pre-commencement conditions (on receipt of LOI)								
STAGE 7 – GRANT AWARD / FINALISED DESIGN / CONTRACT AWARD								
Client to accept Grant Award Offer made by the Football Foundation and discharge FF pre commencement conditions								
FMC prepares and issues JCT Design & Build contract with agreed start and completion date								
FMC arranges pre-start meeting with Client, TPM and AGP Provider								
FMC is to review and approve the Health and Safety Plan								
STAGE 8 – CONSTRUCTION								
AGP Provider enters the mobilisation period								
FMC issues signed JCT Design & Build Contract to the Client								
AGP Provider notifys the STC of the project commencement date and provides testing fee to TPE								
TPE issues Form of Order for agreed framework testing fee which is signed and returned by STC								
AGP Provider undertakes construction and raises invoices for completed works								
STC carries out Key Stage Inspections and testing during the construction phase								
FMC administers the Contract and undertakes progress meetings, valuations & H&S audits								
FMC validates invoices and issues payment certificate								
Client submits an online claim to draw down the grant award from the Football Foundation								
AGP Provider ensures that all remaining planning conditions are discharged (with support from the Client)								
STAGE 9 – HANDOVER								
AGP Provider notifies the STC and FMC of the proposed handover date								
FMC to arrange handover meeting with AGP Provider, Football Foundation and Client								
AGP Provider provides the O&M Manuals and signed Framework Warranty								
FMC is to certify Practical Completion								
STC provides Field Test Report to the administrator of The FA 3G Pitch Register								
TPM issues project feedback forms to Client, AGP Provider, FMC and STC								
STAGE 10 – DEFECTS LIABILITY PERIOD								
FMC to oversee the remediation of all snagging / defects identified at Practical Completion								
FMC to close out any residual extension of time claims and issue all necessary notices and certificates								
FMC to agree Final Account with AGP Provider and issue statement to Client and TPM								
FMC to use any further payment certificates as and when required								
FMC to undertake 12-month defects inspection and STC to undertakes Field Test								
FMC to monitor and ensure rectification of all defects FMC to issue end of defects certificate and final valuation								
TPM to collate completion documentation, ensure all grant conditions are discharged and agree project Final Account								
TPM to prepare and approve final grant Payment to Client								
AGP Framework 2024-28 - Typical Timeline	6 WEEKS	13 WEEKS	27 WEEKS	8 WEEKS	16 WEEKS	8 WEEKS	20 WEEKS	2 WEEKS
	TOTAL = 98 WEEKS / 22.5 MONTHS							