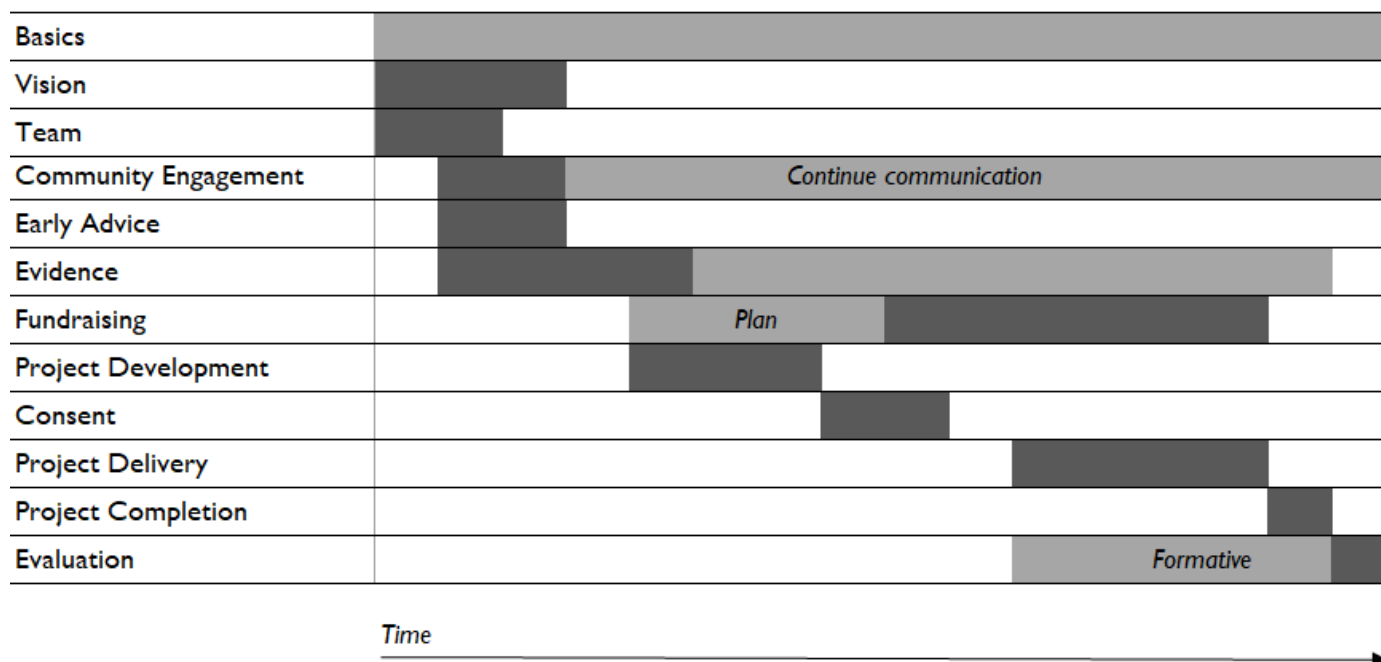


CHURCH BUILDING PROJECT TIMELINE

Example of a project timeline showing how the key stages may overlap; key tasks for each stage are listed below.



BASICS

- Maintenance Plan
- Quinquennial Inspection Report
- Inventory
- Kerb appeal
- Open and Welcome

VISION

- Mission & Vision Statements
- Action Plan
- Buildings Audit
- Statement of Significance
- Discuss with congregation

TEAM

- Project team and sub-groups
- Resources Plan/Skills Audit
- Financial Controls
- Communication & PR
- Policies and procedures
- Long-term management

COMMUNITY ENGAGEMENT

- Parish & Community Audits
- Consult with local agencies
- Start collecting evidence of need
- Continue communication throughout project

EARLY ADVICE

- DAC
- QI Architect/Surveyor
- Visit similar projects

FUNDRAISING

- Fundraising strategy

PROJECT DEVELOPMENT

- Appoint architect
- Options Appraisal
- Feasibility Study

EVIDENCE

- Statement of Need
- Business Plan

CONSENT

- Drawings and plans
- Specifications
- Costs
- Start fundraising
- Consult with DAC and other bodies
- Obtain Faculty Consent

PROJECT DELIVERY

- RIBA stages
- Manage cash flow
- Monitoring and reporting
- Communication
- Plan official open/celebration of completion.

PROJECT COMPLETION

- Sign-off work
- Open and celebrate

EVALUATION

- Summative Evaluation
- Release project team
- Review Business Plan