

Project Stage		Description of Key Tasks	Sustainability Key Objectives
Planning	Strategy		<p><b>Produce a Sustainable Property Development Programme</b></p> <p><b>Produce tools to assist project teams in implementing strategic sustainability objectives.</b></p>
Land strategy	Site Acquisition		Acquire sites that can be developed to a high standard of sustainability
		Discuss Planning Strategy	Where possible, ensure that the development and operation exhibits high standards of sustainability in the short, medium and long term.
Preparation	Project Appraisal	Identify needs and objectives, business case and possible constraints on development.	<p>Identify sustainability needs and objectives.</p> <p>Identification of sustainability constraints, opportunities and the business case.</p>
		Development of initial statement of requirements into the Design Brief by or on behalf of the client confirming key requirements and constraints.	Development of initial statement of requirements into the Design Brief by or on behalf of the client confirming key sustainability requirements and constraints.
	Design Brief	Identification of procurement method, procedures, organisational structure and range of consultants and others to be engaged for the project.	Identification of the sustainability project governance structure and the elements required to build the "winning team."
Design	Concept	Implementation of Design Brief and preparation of additional data.	
		Preparation of Concept Design including outline proposals for structural and building services systems, outline specifications and preliminary cost plan.	Preparation of Concept Design at a building specific and neighbourhood scale including outline specifications to meet sustainability targets and a preliminary cost plan.
		Review of procurement route.	
	Design Development and Technical Design	Development of concept design to include structural and building services systems, updated outline specifications and cost plan.	Preparation of technical design(s) and specifications sufficient for design stage sustainability assessment (BREEAM/LEED/Code).
<p>Completion of Project Brief.</p> <p>Application for detailed planning permission.</p>		Completion of Project Brief which contains clear and achievable sustainability objectives.	
Pre-construction	Production information	Preparation of further information for construction required under the building contract. Review of information provided by specialists.	Preparation of detailed sustainability management framework for construction.
Construction	Construction to Practical Completion	Administration of the building contract to Practical Completion.	Provision of sustainability support and guidance to the project team.
		Provision to the contractor of further information as and when reasonably required.	
		Review of information provided by contractors and specialists.	Marketing sustainability as to occupiers/buyers.
Use	Post Practical Completion	Administration of the building contract after Practical Completion and making final inspections	Ensuring sustainability design intent is built out.
		Assisting building user during initial occupation period.	Ensure that sustainable building is operated properly
	Management	Ensuring that the design intent translates into building performance.	<b>Ensure that sustainable building is functioning as per design intent.</b>

### Overview of Sustainability Project Management checklist

The following checklist has been designed to guide project teams working with Helical Bar through the key stages of the design and construction process, with specific attention to the integration of sustainability considerations throughout. Behind this overview is a detailed checklist of tasks which project managers are required to action so as to enable the achievement of Helical Bar's environmental objectives and targets. Furthermore, requirements have been written into tender and pre-qualification documentation to ensure that contractors include appropriate provisions for sustainability in their bids.