# Checklist

Please follow the checklist below in order to ensure you cover all aspects of the project before beginning. We have allowed extra spaces for your own ‘to do’ items.

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| Tick | Date | To Do |
|  |  | What you want/need to achieve. Develop your vision. Set the end goal. Be brave! |
|  |  | Discuss with PCC. Confirm end goal and create a PCC resolution. |
|  |  | Contact Architect for advice and specification |
|  |  | Gather 2/3 different quotes that cover the works you want to achieve (a good way of assessing labour costs). |
|  |  | Consider gathering alternative quotes that only cover small specific areas of work. |
|  |  | Apply for Faculty or permission. |
|  |  | Start to create a document (Project file) with all the relevant information needed to take the project forward including: |
|  |  | * + Introduction to project |
|  |  | * + Statement of Need |
|  |  | * + Statement of Significance |
|  |  | * + Evidence that the work is required, pictures, quotes, facts, etc |
|  |  | * + Address book: Contact details for all parties involved. |
|  |  | * + Costs from quotes (money you are looking for) |
|  |  | Look at grant funders list and create a list in order of who to approach |
|  |  | Raise the Funds |
|  |  | Create a management plan and timeline |
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