PPM Document Checklist

Stage selection page

Stage 0 Strategic definition	**Stage 1** Preparation & brief	**Stage 2** Concept design	**Stage 3** Developed design
Stage 4 Technical design	**Stage 5** Delivery	**Stage 6** Hand over & close out	**Stage 7** In use

User Guide

Version 1.0

Fully functional in Adobe Acrobat only

Project Name:		**Project No:**	
Date:	**PM:**		
Version:	**Version Description:**		

Stage	Does this stage apply?	If the answer's no please give the reason here
Stage 0 Strategic definition	Yes / No	
Stage 1 Preparation & brief	Yes / No	
Stage 2 Concept design	Yes / No	
Stage 3 Developed design	Yes / No	
Stage 4 Technical design	Yes / No	
Stage 5 Delivery	Yes / No	
Stage 6 Hand over & close out	Yes / No	
Stage 7 In use	Yes / No	

	Stage 0 Strategic definition	Stage 1 Preparation & brief	Stage 2 Concept design	Stage 3 Developed design	Stage 4 Technical design	Stage 5 Delivery	Stage 6 Hand over & close out	Stage 7 In use

		Does this process apply		If 'no' please give the reason here
CENTRAL PLANNING	Folder Set Up	Yes	No	
	Risk Management	Yes	No	
	Schedule	Yes	No	
PROJECT MANAGEMENT	Acceptance	Yes	No	
	Resource Request	Yes	No	
DESIGN MANAGEMENT	BIM	Yes	No	
	Environmental Strategy	Yes	No	
HEALTH & SAFETY	Assessment & Notification	Yes	No	
SECURITY MANAGEMENT	Security Aspects Letter	Yes	No	
	Security Clearance	Yes	No	
	Documentation	Yes	No	
PROCUREMENT MANAGEMENT	Tender Request	Yes	No	

	Does this process apply		If 'no' please give the reason here
CENTRAL PLANNING			
Start Gate	Yes	No	
Risk Management	Yes	No	
Schedule	Yes	No	
PMP	Yes	No	
CRAIDDL	Yes	No	
PROJECT MANAGEMENT			
Transition Command Approval	Yes	No	
Project Reporting Approval	Yes	No	
Resource Request	Yes	No	
DESIGN MANAGEMENT			
Stage 1 Report/Study	Yes	No	
TAG Consultations	Yes	No	
Peer Review	Yes	No	
BIM	Yes	No	
Environmental Strategy	Yes	No	
HEALTH & SAFETY			
Assessment & Notification	Yes	No	
Pre-Construction Information	Yes	No	
SECURITY MANAGEMENT			
Security Aspects Letter	Yes	No	
Lessons Learnt	Yes	No	
Security Considerations	Yes	No	
Documentation	Yes	No	
Personnel Security	Yes	No	
COST MANAGEMENT			
Cost Estimate	Yes	No	
PROCUREMENT MANAGEMENT			
Tender Request	Yes	No	

		Does this process apply		If 'no' please give the reason here
CENTRAL PLANNING	Closure Gate	Yes	No	
	Risk Management	Yes	No	
	Schedule	Yes	No	
	PMP	Yes	No	
	CRAIDDL	Yes	No	
	Change Control	Yes	No	
	Health Check	Yes	No	
	MS POL Closure	Yes	No	
PROJECT MANAGEMENT	Transition Command Approval	Yes	No	
	Project Reporting Approval	Yes	No	
	Handover Strategy	Yes	No	
	Resource Request	Yes	No	
	Post Project Review	Yes	No	
DESIGN MANAGEMENT	Stage 2 Report/Design	Yes	No	
	TAG Consultation	Yes	No	
	Licenses & Agreements	Yes	No	
	Design Risk Assessments	Yes	No	
	Peer Review	Yes	No	
	BIM	Yes	No	
	Environmental Strategy	Yes	No	
HEALTH & SAFETY	Assessment & Notification	Yes	No	
	Pre-Construction Information	Yes	No	
SECURITY MANAGEMENT	Security Aspects Letter	Yes	No	
	Security Considerations	Yes	No	
	Documentation	Yes	No	
COST MANAGEMENT	Cost Reporting	Yes	No	
	Cost Plan	Yes	No	
	Tender Documents	Yes	No	
PROCUREMENT MANAGEMENT	Preparation of Documents	Yes	No	
	Preparation of Documents	Yes	No	
LOGISTICS	Logistics Strategy	Yes	No	

Stage 0 Strategic definition	Stage 1 Preparation & brief	Stage 2 Concept design	Stage 3 Developed design	Stage 4 Technical design	Stage 5 Delivery	Stage 6 Hand over & close out	Stage 7 In use

	Does this process apply		If 'no' please give the reason here

CENTRAL PLANNING

Process	Yes	No	Reason
Closure Gate	Yes	No	
Risk Management	Yes	No	
Schedule	Yes	No	
PMP	Yes	No	
CRAIDDL	Yes	No	
Change Control	Yes	No	
Health Check	Yes	No	
MS POL Closure	Yes	No	

PROJECT MANAGEMENT

Process	Yes	No	Reason
Transition Command Approval	Yes	No	
Project Reporting Approval	Yes	No	
Handover Strategy	Yes	No	
Resource Request	Yes	No	
Post Project Review	Yes	No	

DESIGN MANAGEMENT

Process	Yes	No	Reason
Stage 3 Report/Design	Yes	No	
TAG Consultation	Yes	No	
Quality Plan	Yes	No	
Design Risk Assessment	Yes	No	
Peer Review	Yes	No	
BIM	Yes	No	
Environmental Strategy	Yes	No	

HEALTH & SAFETY

Process	Yes	No	Reason
Assessment & Notification	Yes	No	
Pre-Construction Information	Yes	No	
Construction Phase Plan	Yes	No	

SECURITY MANAGEMENT

Process	Yes	No	Reason
Security Aspects Letter	Yes	No	
Security Clearance	Yes	No	
Security Considerations	Yes	No	
Documentation	Yes	No	

COST MANAGEMENT

Process	Yes	No	Reason
Cost Reporting	Yes	No	
Cost Plan	Yes	No	
Tender Documents	Yes	No	

PROCUREMENT MANAGEMENT

Process	Yes	No	Reason
Tender Request	Yes	No	
Tender Action	Yes	No	

LOGISTICS

Process	Yes	No	Reason
Bill of Materials	Yes	No	

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CENTRAL PLANNING	Closure Gate	Yes	No	
	Risk Management	Yes	No	
	Schedule	Yes	No	
	PMP	Yes	No	
	CRAIDDL	Yes	No	
	Change Control	Yes	No	
	Health Check	Yes	No	
	MS POL Closure	Yes	No	
PROJECT MANAGEMENT	Transition Command Approval	Yes	No	
	Project Reporting Approval	Yes	No	
	Site Handover	Yes	No	
	Handover Strategy	Yes	No	
	Resource Request	Yes	No	
	Post Project Review	Yes	No	
DESIGN MANAGEMENT	Stage 4 Report/Design	Yes	No	
	TAG Consultation	Yes	No	
	Quality Plan	Yes	No	
	Design Risk Assessment	Yes	No	
	Peer Review	Yes	No	
	BIM	Yes	No	
	Environmental Strategy	Yes	No	
HEALTH & SAFETY	Assessment & Notification	Yes	No	
	Pre-Construction Information	Yes	No	
	Construction Phase Plan	Yes	No	
	H&S File	Yes	No	
SECURITY MANAGEMENT	Security Aspects Letter	Yes	No	
	Handling, Delivery & Storage	Yes	No	
	Security Consideration	Yes	No	
	Documentation	Yes	No	
COST MANAGEMENT	Cost Reporting	Yes	No	
	Cost Plan	Yes	No	
	Contract Certificates	Yes	No	
	Tender Documents	Yes	No	
PROCUREMENT MANAGEMENT	Administering Contract	Yes	No	
	Tender Request	Yes	No	
LOGISTICS	Bill of Materials	Yes	No	
	Shipping Materials	Yes	No	

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		Does this process apply		If 'no' please give the reason here
CENTRAL PLANNING	Closure Gate	Yes	No	
	Risk Management	Yes	No	
	Schedule	Yes	No	
	PMP	Yes	No	
	CRAIDDL	Yes	No	
	Change Control	Yes	No	
	Health Check	Yes	No	
	MS POL Closure	Yes	No	
PROJECT MANAGEMENT	Transition Command Approval	Yes	No	
	Project Reporting Approval	Yes	No	
	Site Handover	Yes	No	
	Handover Strategy	Yes	No	
	Resource Request	Yes	No	
	Post Project Review	Yes	No	
DESIGN MANAGEMENT	Stage 5 Record DWGs	Yes	No	
	Record Documents	Yes	No	
	Quality Inspections	Yes	No	
	Peer Review	Yes	No	
	BIM	Yes	No	
	Environmental Strategy	Yes	No	
HEALTH & SAFETY	Assessment & Notification	Yes	No	
	Site Induction	Yes	No	
	Pre-Construction Information	Yes	No	
	Construction Phase Plan	Yes	No	
	Site Monitoring	Yes	No	
	H&S File	Yes	No	
SECURITY MANAGEMENT	Security Aspect Letter	Yes	No	
	Handling, Delivery & Storage	Yes	No	
	Security Clearance	Yes	No	
	Security Considerations	Yes	No	
	Documentation	Yes	No	
	Personnel Security	Yes	No	
COST MANAGEMENT	Cost Reporting	Yes	No	
	Contract Certificates	Yes	No	
PROCUREMENT MANAGEMENT	Administering Contract	Yes	No	
LOGISTICS	Bill of Materials	Yes	No	
	Shipping Materials	Yes	No	

		Does this process apply		If 'no' please give the reason here

CENTRAL PLANNING

Process	Yes	No	Reason
Closure Gate	Yes	No	
Risk Management	Yes	No	
Schedule	Yes	No	
PMP	Yes	No	
CRAIDDL	Yes	No	
Health Check	Yes	No	
MS POL Closure	Yes	No	

PROJECT MANAGEMENT

Process	Yes	No	Reason
Transition Command Approval	Yes	No	
Project Reporting Approval	Yes	No	
Handover Strategy	Yes	No	
Post Project Review	Yes	No	

DESIGN MANAGEMENT

Process	Yes	No	Reason
Record Documents	Yes	No	
Testing & Commissioning	Yes	No	
BIM	Yes	No	
Environmental Strategy	Yes	No	

HEALTH & SAFETY

Process	Yes	No	Reason
Building File	Yes	No	

SECURITY MANAGEMENT

Process	Yes	No	Reason
Lessons Learnt	Yes	No	
Documentation	Yes	No	

COST MANAGEMENT

Process	Yes	No	Reason
Cost Reporting	Yes	No	
Contract Certificates	Yes	No	

PROCUREMENT MANAGEMENT

Process	Yes	No	Reason
Administering Contract	Yes	No	
Supplier Feedback	Yes	No	

		Does this process apply		If 'no' please give the reason here
CENTRAL PLANNING	Closure Gate	Yes	No	
	Health Check	Yes	No	
	MS POL Closure	Yes	No	
PROJECT MANAGEMENT	Project Reporting Approval	Yes	No	
	Handover Strategy	Yes	No	
	Post Project Review	Yes	No	
DESIGN MANAGEMENT	Testing & Commissioning	Yes	No	
	BIM	Yes	No	
	Environmental Strategy	Yes	No	
SECURITY MANAGEMENT	Lessons Learnt	Yes	No	
COST MANAGEMENT	Contract Certificates	Yes	No	
PROCUREMENT MANAGEMENT	Administering Contract	Yes	No	