

Project process guide

This table outlines all the requirements needed for an upgrades project.

Project stages		Requirements
1	Project initiation	<ul style="list-style-type: none">— initial discussion with project team— desktop housing stock assessment by a technical service provider— business case— cost benefit analysis
2	Project establishment	<ul style="list-style-type: none">— agreement executed— project manager appointed (if needed)— project management plan developed— project management plan approved— first milestone payment
3	Project delivery	<ul style="list-style-type: none">— procurement of upgrades— tenant engagement and communication— pre-installation surveys— management of installation— quality assurance checks— works complete— milestone payment(s)
4	Project completion	<ul style="list-style-type: none">— project closure report— financial report and funding adjustments— final milestone payment
5	Beyond project	<ul style="list-style-type: none">— ongoing maintenance— post-installation survey— <i>optional</i>: tenant engagement and communication— <i>optional</i>: further monitoring and data analysis