

“Getting ready” (development) phase

Length of phase: **up to 10 weeks**

Things you will be doing in this phase:

- Attending weekly meetings
- Carrying out planned tasks
- Making sure things are going to plan and re-planning if not
- Communicating with stakeholders
- Managing any changes
- Attending Refresh Day

Top tips:

- You may need to revise your project plan as you progress. If you want to make any changes that affect your stakeholders, your End Results or your Delivery Dates, then make sure you get approval from all the affected stakeholders for all those changes!
- Fundraising is a means to an end. If all your energy is going towards fundraising, what progress is being made on the project itself?
- Keep communicating with each other! Assume good faith on everyone’s part and let your team mates know if things come up that mean you might not be able to complete your tasks.
- Keep coming to meetings!

Gate Review: **Final Approval Meeting**

Things you will need to produce to pass the Gate Review and start project delivery:

- Stakeholder approval of any changes
- Final approval from stakeholders of Delivery Dates and End Results