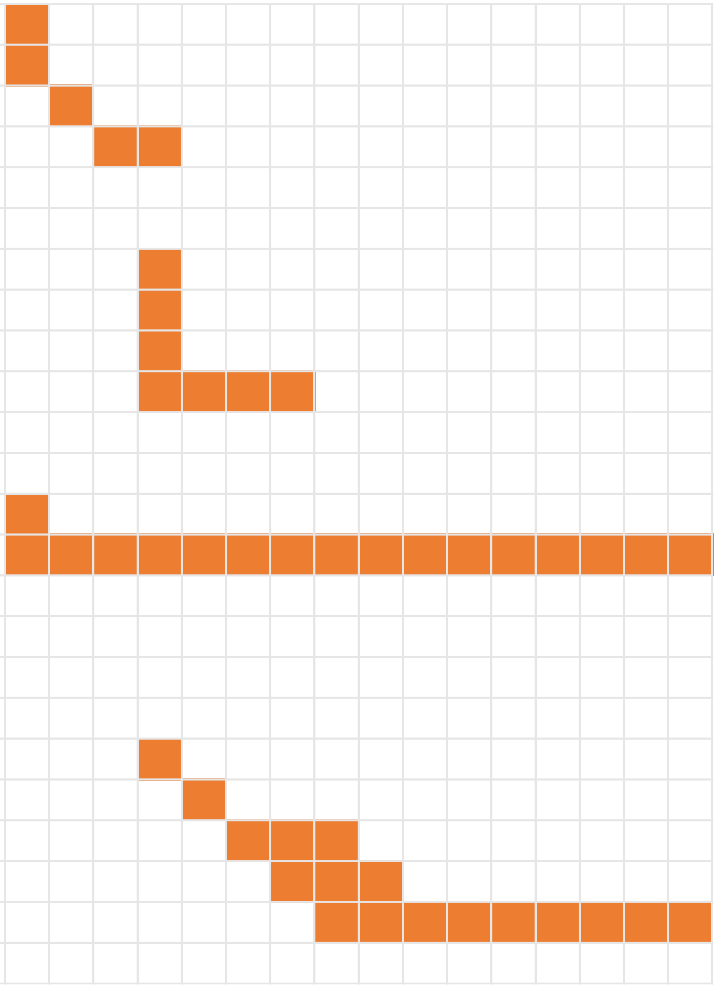
Appendix 4. Programme Gannt Chart

Delivery Plan (Gantt chart) FY2023/24 - FY2026/27

Task	Task Name	Responsible	Start Date	End Date	Output / Key milestones	FY 24/25				FY 25/26				FY 26/27				FY 27/28			
						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Project Stage 1																					
1.1	Turning off lights when not in use	Facilities Management			• Review security and cleaning staffing arrangements and routines	■															
					• Instruct respective teams to switch lights off as part of a daily routine		■														
					• Design and produce publicitiy for "Switch it Off" campaign		■	■	■												
					• Install sub metering of lighting circuits to enable monitoring			■	■	■	■	■	■	■							
1.2	Installing Control Systems	Minor Works			• Review results from task 2.1				■												
					• Consult with respective buildings and departments					■											
					• Procurement and execution of design work						■	■	■								
					• Approval of budget							■	■	■							
					• Delivery								■	■	■	■	■	■	■	■	■
1.3	Embedding Good Lighting Management Practice	Facilities Management			• Mobilisation of staff	■															
					• Regular training sessions	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
2.1	Carrying out an Initial Review of Lighting System	Energy Team			• Scoping and soft market testing for study	■															
					• Gain approval for project budget	■															
					• Procurement of provider		■														
					• Carry out study			■	■												
2.2	Consulting Neighbouring Properties	Planning			• Identify key neighbours and suitable contacts	■															
					• Design publicity and engagement	■															
					• Undertake engagement pieces		■	■	■												
					• Review information received back and ascertain any impact on review of lighting system				■												

2.3	Considering Biodiversity	Planning			● Scoping and soft market testing for study
					● Gain approval for project budget
					● Procurement of provider
					● Carry out study
3.1	Reducing Glare and Light Spill	Operations Group			● Review results from task 2.1 and 2.2
					● Implement good practice within sites which have on site cleaning or security
					● Investigate buildings without blinds or curtains
					● Ascertain costs of installing blinds, seek approval and implement
3.2	Procuring Sustainable Light Fittings	Procurement			● Introduce guidance and procurement training
					● Procurement checks on any light being purchased
3.3	Improve the Performance of our Llighting	Minor Works			● Review results from task 2.1
					● Consult with respective buildings and departments
					● Procurement and execution of design work
					● Approval of budget
					● Delivery