Appendix 4. Programme Gannt Chart

Delivery Plan (Gantt chart) FY2023/24 - FY2026/27			023/24 - FY2026/27		FY	FY 24/25		FY 25/26			FY	FY 26/27			FY 27/28		
Task	Task Name	Responsible	Start Date End Date	Output / Key milestones	Q1	Q2	Q3 Q4	Q1	Q2 (3 Q4	Q1	Q2	Q3 Q	4 Q1	Q2	Q3 Q4	
Project Stage	e 1																
1.1				Review security and cleaning staffing arrangements and routines													
	Turning off lights when not in use Installing Control Systems	Facilities Management		Instruct respective teams to switch lights off as part of a dai routine	ily												
				Design and produce publicitiy for "Switch it Off" campaign													
				Install sub metering of lighting circuits to enable monitoring													
				Review results from task 2.1													
				Consult with respective buildings and departments													
				Procurement and execution of design work													
				Approv al of budget													
				• Deliv ery													
1.3		-		Mobilisation of staff Regular training sessions													
	Embedding Good Lighting Management Practice	Facilities Management															
				 Scoping and soft market testing for study 													
2.1	Carrying out an Initial Review of Lighting System	Energy Team		Gain approval for project budget													
				Procurement of provider													
				• Carry out study													
2.2		Planning		Identify key neighbours and suitable contacts													
	Consulting Neighbouring Properties			Design publicity and engagement													
				• Undertake engagement pieces													
				Review information received back and ascertain any impact on review of lighting system													

2.3	Considering Biodiv ersity		• Scoping and soft market testing for study					
			Gain approval for project budget					
		Planning	Procurement of provider					
		Flamining	• Carry out study					
3.1	Reducing Glare and Light Spill							
			• Review results from task 2.1 and 2.2					
			 Implement good practice within sites which have on site cleaning or security 					
		Operations	• Investigate buildings without blinds or curtains					
		Group	 Ascertain costs of installing blinds, seek approval and implement 					
3.2 5								
			Introduce guidance and procurement training					
	Procuring Sustainable Light Fittings		Procurement checks on any light being purchased					
		Procurement						
		1 roodiomoni						
3.3	Improv e the Performance of our Llighting							
			Review results from task 2.1					
		Minor Works	Consult with respective buildings and departments					
			Procurement and execution of design work					
			Approval of budget					
			• Delivery					