

Appendix B

NORTH HERTS MUSEUM MOBILISATION PLAN		w.e 04/11/2018	11/11/2018	18/11/2018	25/11/2018	02/12/2018	09/12/2018	16/12/2018	23/12/2018	30/12/2018	06/01/2019	13/01/2019	20/01/2019	27/01/2019	03/02/2019	10/02/2019	17/02/2019	24/02/2019	03/03/2019	10/03/2019	17/03/2019	24/03/2019	31/03/2019	07/04/2019	14/04/2019	21/04/2019	28/04/2019	05/05/2019	12/05/2019	19/05/2019	26/05/2019	02/06/2019				
Lift Lead Time																																				
Lift Shaft Construction																																				
Lift Installation																																				
LIFT																																				
Catering Manager Post Advertised																																				
Catering Manager Post Interviews																																				
Catering Manager Post Award																																				
Catering Manager Anticipated Notice Period																																				
Catering Manager Start Date																																				
CATERING MANAGER																																				
Café Furniture Ordered																																				
Café Furniture Arrival																																				
Café Menu Agreed																																				
Café Suppliers Sourced																																				
Café Stock Arrives																																				
Café and shop POS procured																																				
Café Operational Training Completed																																				
Café Ready for Business																																				
CAFÉ FURNITURE																																				
Catering Assistant Post Advertised																																				
Catering Assistant Post Interviews																																				
Catering Assistant Post Award																																				
Catering Assistant Anticipated Notice Period																																				
Catering Assistant Start Date																																				
CATERING ASSISTANT																																				
Visitor Services Assistants Post/s Advertised																																				
Visitor Services Assistants Post Interviews																																				
Visitor Services Assistants Post Award																																				
Visitor Services Assistants Anticipated Notice Period																																				
Visitor Services Assistants Start Date																																				
VISITOR SERVICES ASSISTANTS																																				
Nick Alexander to prepare/build shop and reception fit out furniture																																				
Nick Alexander to install shop fit out furniture																																				
Shop Stock to be ordered																																				
POS to be ordered																																				
Shop to be stocked																																				
Staff to be trained on POS																																				
SHOP and reception ready to open																																				
Conservation by Design lead time for graphics and showcases																																				
Conservation by design to install showcases and graphics																																				
RECEPTION AND SHOP																																				
Museum Services Office Relocation																																				
Upstairs Gallery Clearance/Tidy																																				
Upstairs Gallery Wayfinding and Panels Agreed																																				
Upstairs Gallery Wayfinding Installed																																				
Upstairs Gallery Cases Installation																																				
Upstairs Gallery Case Vinyl Applications																																				
Upstairs Gallery Interpretation Completed																																				
Upstairs Gallery Preparation and Collection Installed																																				
Upstairs Galleries Open to the public																																				
OPENING OF GALLERIES																																				
FULL OPENING OF MUSEUM																																				

DEADLINE