

| Task  | From   | To      | Notes - to be completed as projects progress |
|---|--------|---------|--|
| Begin programme of immediate improvements including signage, displays, communicating the intention to improve and update the offering | Apr-16 | Ongoing |  |
| Assemble project management team and undertake project initiation requirements  | Apr-16 | May-16  |  |
| Create museum development advisory board to represent stakeholders and target audiences   | May-16 | Jun-16  |  |
| Undertake public consultation to ascertain priorities and views   | May-16 | Jul-16  |  |
| Appoint museum design team  | May-16 | Aug-16  |  |
| Establish fundraising trust, develop strategy and undertake fundraising / sponsorship   | May-16 | Sep-18  |  |
| Appoint external advisors as required, eg archaeologist and produce relevant plans  | May-16 | Dec-16  |  |
| Develop Forward Plan to include a short term improvement programme for the museum during the development project                      | May-16 | Jul-16  |  |
| Develop concept design including undertaking consultation with statutory bodies, including planning and Heritage England              | Jul-16 | Oct-16  |  |
| Develop design and costings   | Oct-16 | Feb-17  |  |
| Collections research and development for new displays   | Dec-16 | Sep-18  |  |
| Seek approval for museum design and plan from Executive   | Mar-17 | Mar-17  |  |
| Submit applications for statutory consents  | Mar-17 | Jun-17  |  |
| Develop detailed technical specification and tender required works on a "subject to planning" basis                                   | Mar-17 | Sep-17  |  |
| Construction period starts  | Sep-17 | Sep-18  |  |
|   |        |         |  |
|   |        |         |  |
| <b>Action Plan - Phase 2 of review of Guildford Museum, from April 2016 - APPENDIX 3</b>  |        |         |  |