**Mobilisation phase - checklist**

| **Project name:** | | *[Insert Name]* | | **Phase:** | **Mobilisation phase** | | | **Completion status** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work package/project name** | | *[Insert Name]* | |
| **No.** | **Project owner activities** | **Description** | | **Actions** | | | **Records** | **Recognition of completion** | **Date** |
| **Prerequisite for mobilisation phase checklist** | | | | | | | |  | |
| **1** | **Funding application phase - due diligence** | Due diligence checks and assessments have been completed. | | Development of project summary and completion of capability assessment | | | Rapid Mobilisation Capability & Readiness Questionnaire  Project Summary | [Project Owner Initials] |  |
| **Mobilisation phase checklist** | | | | | | | |  | |
| **1** | **Establish governance, team and assurance** | Ensure that good governance, assurance, reporting structures and work packaging principles and guidelines are being followed. | | Develop a mobilisation plan; source internal/external resources (if required)  Identify and assign key roles & responsibilities; develop governance structure; establish reporting and assurance framework; form work packages (if required). | | | Outline of governance structure.  Project team and governance selection.  Mobilisation plan. Identification of work packages. | [Project Owner Initials] |  |
| **2** | **Clarify project outcomes** | Reaffirm and clarify project and broader outcomes; establish risk allocation; prepare project brief. | | Clarify and clearly define project and broader outcomes from business case or with senior leadership; hold risk workshop and establish appropriate risk allocation between parties; prepare a clear project scope and brief. | | | This checklist.  Risk allocation table.  Project scope and brief. | [Project Owner Initials] |  |
| **3** | **Select delivery model** | Select delivery model for the specified project/work package. | | Prepare procurement strategy; select delivery model. | | | This checklist | [Project Owner Initials] |  |
| **4** | **Stage gate 1** | Assurance step to ensure that mobilisation process is on track in accordance with funding requirements before initiating the work allocation / tender process. | | Submit streamlined documentation to stage gate decision maker in line with funding agreement. | | | This checklist | [Project Owner Initials] |  |
| **5** | **Allocate work (tender)** | Source suppliers to do work (including professional services consultants as needed and delivery contractors). This process should include market engagement, assessing options/available processes which could be used to rapidly mobilise. | | Agile engagement (such as with industry, stakeholders, councils); application of rapid mobilisation practices; streamlining internal decision-making processes. | | | This checklist | [Project Owner Initials] |  |
| **6** | **Prepare contract** | Prepare contract documentation including any special conditions of contract (if required). | | Select remuneration model.  Prepare contract, including special conditions where necessary. | | | This checklist | [Project Owner Initials] |  |
| **7** | **Stage gate 2** | Second stage of project assurance required before entering into a contract. | | Approvals to be obtained before contract execution. | | | This checklist | [Project Owner Initials] |  |
| **Reviewed by:** | | | *[Insert Name]* | | | *[Insert Signature]* | | **Date:** | *[Insert Date]* |
| **Mobilisation phase approved for delivery stage to be initiated:** | | | *[Insert Name]* | | | *[Insert Signature]* | | **Date:** | *[Insert Date]* |