



SECTION 2  
**Technical  
Information**

## SECTION 2 Project Planning

All projects no matter the size, need to be planned. The following key planning process and principles will assist to create successful project outcomes, ensure you get what you want and paid for and help to evaluate whether you achieved what you set out to achieve.

The following five staged process is Cricket Australia's recommended guide to project planning, however it is important to **evaluate your project budget through all stages of planning**. Generally 'anything is possible' if cost is not an issue!

Your project budget will ultimately guide project outcomes and what can be delivered, so don't underestimate **all costs** involved as last minute surprises will always cost more to resolve than if they were considered at the start of a project.

### PROJECT PLANNING STAGES AND RECOMMENDED PLANNING TASKS

**It is recommended** that Local Councils and/or associated land owners are engaged through all stages of project planning and delivery to ensure a coordinated approach is achieved and any issues and challenges can be addressed collectively.



## BEFORE YOU START – CONSULT YOUR LAND OWNER!

The most critical element to project planning starts before your idea progresses very far. Sharing your facility ideas, projects or proposals and seeking approval from your Local Council and/or land owner **before you do anything else** is essential for projects of any scale.

It can be assumed that all cricket facilities are provided on or adjacent to land and property that comes under Local Council or State/Territory Government planning controls. It is imperative that initial consultation with Local Government Authorities is undertaken before your project progresses too far.

Consulting at this point with your Local Council can help you to avoid potential project delays, costly errors and ensure that projects meet all statutory requirements and planning approval processes. It may also open up additional opportunities and potential funding avenues that you may not have considered.

Consultation with Council will also assist to commence the process of capital works budget planning and allocation.

### STAGE 1 Project scoping

It is important during the project scoping phase to not only identify what it is you want, but to also understand the 'project need' and how it will be addressed. Your project scope needs to clearly define the project, what it's likely to cost, how and by who will the infrastructure be used and what club, cricket and community needs will be satisfied as a result.

Project scoping and early planning is best underpinned by a project, venue or club business plan that clearly articulates project needs, scope and requirements.

### STAGE 2 Planning and feasibility

Careful planning of your project is critical to achieving success and will require a focus on understanding the capacity and suitability of your site and/or existing facilities to accommodate further enhancement. No two facilities are the same, so individual planning is an essential requirement.

Engagement with all tenant clubs, existing user groups and potential future users is an important element of this stage, and both cricket and specific requirements of other compatible activities should be investigated.

Project needs and opportunities should also be tested at this stage and assessed against stakeholder objectives and known available budgets. It is likely that project parameters may need to change or evolve at this point, so be prepared to be flexible to ensure your project can move to the next stage and attract the required funding to progress.

Identification of the likely facility management model also needs to be considered at this point in project planning to help the design and budget stage of project development.

### STAGE 3 Design and budget

If your project has progressed to this stage, you should by now have a very clear picture of what you want to build, renovate or redevelop. Now it's time to engage design consultants, engineers and/or architects, refine project objectives, prepare a design brief and start the design and development process.

Adopting a principle based approach during the design phase such as incorporating Universal Design principles will help facilitate best practice design discussions and outcomes.

Your budget will also change at this point. The more detailed the design elements, the greater the range of considerations to be made. In most instances you will need professional designs and associated drawings in order to secure Local Council approvals, support and funding.

In conjunction with design related considerations, management, capital replacement and maintenance costs associated with new and proposed infrastructure will be important to inform design discussions and outputs.

### STAGE 4 Construction

The construction phase will follow the design stage and planning approvals and also includes contractor procurement. Securing quotations or tender responses for works should be based on an agreed design and scope of works to ensure you can compare quotes. Your contractor procurement method will be influenced by the scale of project. Your budget is likely to change again at this stage and will be based around contractor prices.

Appointing contractors can be a challenging process and at this stage clubs may wish to appoint a project manager or work directly with their Local Council to identify and appoint contractors, as well as manage their work and adherence to the project specification through the construction process.

The impacts on existing users, seasonal timing and the potential displacement of clubs and games should be considered and incorporated into any construction program.

### STAGE 5 Management

This includes the hand-over of your new or redeveloped facility and its commissioning. Evaluate (with your project manager and Local Council) the outcomes and identify if you have 'got what you paid for'. Communicate the completion of the project to club, cricket and community partners and stakeholders and complete any necessary paperwork, funding acquittals and 'as built drawings' to necessary organisations.

Enjoy your new facility and don't forget to continue to budget and account for ongoing management, maintenance, renewal and replacement costs to ensure you maximise the benefits of your improved facility into the future. Documenting all venue operational aspects into an agreed Management Plan will assist all stakeholders to clearly understand their roles and responsibilities over the life of the facility.



Endeavour Park, Cairns (QLD)  
Image courtesy of insideEDGE Sport and Leisure Planning