



CONCEPT DESIGN TO SCHEMATIC DESIGN GATEWAY DOCUMENT

FROM: Consultant
Consultant representative - position
Consultant address

TO: Client
Client representative - position
Client address

CC: Operator
Operator representative - position
Operator address

DATE: MM/DD/YYYY

SUBJECT: Project <Name> Concept design to Schematic design gateway document

Dear <Client>,

In connection with the project that the <Client> is developing in <Project location> <Project>, please find below the Concept design to Schematic design gateway document.

Best regards,

Initial _____

Initial _____

Mr. <Name>
<position> - <Consultant>

Initial _____

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6. 100% Concept design submission
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7. Conclusion and recommendation

Design submission compliance gateway table

#	ELEMENT	VALUE / DESCRIPTION	
A	STAGE INFORMATION		
A1	PROJECT	<Insert>	
A2	WORK PACKAGE	<Insert>	
A3	DESIGN STAGE	<Programming/Concept/ Schematic/Detailed>	
A4	DESIGN STAGE MILESTONE	<50%/100%>	
B	PERFORMANCE CHECKLIST		
B1	KICK OFF MEETING	DONE	✓
B2	PROGRAM BRIEF TO DESIGNER	DONE	✓
B3	SUB-STAGE E-WORKSHOPS	DONE	✓
B3	SUB-STAGE WORKSHOP	DONE	✓
B4	ALL SUB-STAGE DELIVERABLES INCLUDED	DONE	✓
B4	TRACKER COMPLETED	DONE	✓
B5	TRACKER COMMENTS INCORPORATED	DONE	✓
B6	ALIGNMENT W/ FEASIBILITY & PREVIOUS STAGES	DONE	✓
B7	SUB-STAGE COST TEST PASSED	DONE	✓
B8	SUB-STAGE SCHEDULE TEST PASSED	DONE	✓
B9	SUB-STAGE OPERATIONAL REQUIREMENTS PASSED	DONE	✓

Definitions

- **Kick-off meeting done** means the appointed designer has been called in for a kick-off meeting with the relevant stakeholders and there is a complete understanding of the project brief, the project program, the schedule and cost for performing the works and the dynamics of the process.
- **Program brief to designer done** means the project design program has been shared with the appointed designer, and there is full understanding of the extents of the design requirements.

- **Sub-stage e-workshops / workshops done** means that the agreed both electronic online e-workshops and presential workshops during the elaboration of the stage submission with relevant stakeholders have been performed, records and minutes of meetings being available
- **Tracker completed / comments incorporated** means a complete record of all comments issued by the relevant stakeholders is available, and the same has been used for incorporation of the agreed comments into the final deliverable
- **Alignment with feasibility and previous stages** means the design deliverable is in line with the requirements brought by both project mandates/briefs and the outcome of the previous sub-stage
- **Substage cost test passed** means there is a cost assessment aligned with the level of detail of the stage and that the same assessment concludes the cost projections and within the project requirements
- **Substage schedule test passed** means the design constructability and conditions allow for a substantial completion and handover of the project within the project requirements
- **Sub-stage operational requirements passed** means that the appointed operator concludes that the design deliverable is in line with the operational requirements for the project.

Milestone blueprints

This section will show the initial deliverable (before comments), view, drawings, sketch or document, and the same view, drawings sketch or document after incorporating the agreed comments. The addition and/or modifications will be clearly color clouded for ease of identification.

The <Stage Consultant>, stamp and signature

The <Lead Consultant>, stamp and signature

Name, surname, position

Name, surname, position

The <Project Manager> stamp and signature

The <Operator>, stamp and signature

Name, surname, position

Name, surname, position

The <Client> stamp and signature

Name, surname, position

End of the document