

ECCT Facilities Principles Checklist: 4. Effectiveness

Facility Lifecycle Stage:
Design, Construct

Objective: To ensure the project is **delivered as planned, so its original objectives are met**. The facilities must deliver both ECCT’s vision and the project goals in an effective manner, in a way that maximises access by a broad cross-section of the community.

Principle	Considerations
Effectiveness	<p>How well does the planned facility deliver on its objectives?</p> <ul style="list-style-type: none"> The group is able to describe the type of outcomes it is looking to achieve from the facility, and how these impacts can be delivered – including ECCT’s strategic goals (see Strategic Alignment checklist #1) The facility’s design meets the group’s specified outcomes for the project The needs of users are reflected in the design of the facility Shared use has been provided for (if applicable)
	<p>Is this the best time to be seeking capital funding?</p> <ul style="list-style-type: none"> Planning and design work has been completed, so it is clear what will be delivered and how much it will cost – including phasing or project stages (if any) The funding plan identifies potential funders, when they will be approached, and what for (if known). Amounts are realistic, and key/cornerstone funders are identified and/or funding arrangements are in place if their impact is critical for project success
	<p>Are suitable arrangements and resources in place to efficiently delivering a completed facility?¹</p> <ul style="list-style-type: none"> The project team are in place and there is a clear process to make governance/management decisions that are logical, robust, and timely (see Partnerships checklist #3). The group are able to explain this process easily, including the roles and responsibilities of key parties An appropriate construction delivery method has been selected to deliver the project, and appropriate experts and other professionals are appointed (e.g. designers, project manager, builders/contractors, etc.) Project plans are in place and the project is tracking to schedule. This includes construction or milestone reporting The facility has been appropriately costed, and the project is on budget (see Financial Sustainability checklist #6) <p>If not, the group can describe how they intend to get the required resources</p>
Risk Management	<p>How well have potential problems been identified and managed?</p> <ul style="list-style-type: none"> All the risks that may be associated with the project have been identified The likelihood and consequence of these risks are well understood Appropriate measures are in place to actively manage or remove the identified risks
Planning for the future	<p>Does the project provide ongoing benefits for the community?</p> <ul style="list-style-type: none"> The facility is multi-purpose, co-located, shared, or integrated where more than one group or sector using the premises to provide activities or services for the public The facility is targeted at grassroots or community users. Facilities are built to last and will not become quickly outdated

¹ Resources include the people who will be involved and their experience. Skills and experience requirements will depend a lot on the scale of the project. Considerations for complex projects might include: a project manager, accountant/financial advisor, consultant to undertake detailed feasibility/business case/design.

Principle	Considerations
	<ul style="list-style-type: none"> <li data-bbox="472 236 1984 292">• The design of the facility incorporates accessibility, and adaptability, is flexible, and future-proofed so it can be used for other purposes and meet future needs of the group or the community if necessary
	<p data-bbox="206 308 2022 515">Process Considerations: The group should demonstrate their process in arriving at a recommended solution that will achieve their goal. They will have ideally considered several options, with the most effective option being selected as the Project (Community Need checklist #2). Multi-use concepts like community hubs and other options for collaborating or combining resources should be considered where practical and possible. This is because they provide good value and are an effective way of delivering ECCT’s objectives. Single-use facilities where there are good or high-levels of use can also align with ECCT’s vision. Connection and community development projects will require target users and/or the local community to be actively involved in developing the concept, and in ongoing operations (see Partnerships checklist #3). Appropriate risk management practices are required to manage risk through the project lifecycle (especially for larger projects). These should include a clear and well-defined organisational structure, risk management plan, monitoring and review process, and the appointment of appropriately skilled people.</p>