

GOVERNMENT SOFT LANDINGS (GSL) FRAMEWORK

Overview and record sheet

Soft landings is a process which encourages the project team to engage with relevant stakeholders at appropriate points during the life cycle of the project. There are four key points during the project where engagement should happen:

- Inception (normally, during drafting of the business case but on occasion during drafting of mandate)
- Design (during development of designs)
- Construction / Assembly
- Pre-handover and handover

Engagement can be on any issue. But, at a minimum, it should cover the following areas:

- Functionality (what purpose we want the building or equipment to serve)
- Operational cost
- Energy and environmental performance (water, fuel, SD issues)
- Facilities management (maintenance time and cost in particular)
- Training, commissioning and handover (everything that needs to be done to ensure end users can operate the building effectively from first day after handover)

Engagement should be proportionate to the size and importance of the project and should involve only relevant stakeholders. It may not be necessary to consult with every stakeholder at each stage of the process. Record soft landings activities and outcomes on the following sheets and save the results in the appropriate folder on 4Projects. Further guidance on soft landings is available from the MoJ ED GSL champion.

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GOVERNMENT SOFT LANDINGS: Recording Sheet

	Inception	Design	Construction / Assembly	Pre-Handover
Functionality				
Operational Cost				
Energy and environmental performance				
Facilities Management				
Training, commissioning, handover				

The intersection of each column and row is a point at which engagement should happen and evidence recorded:

GOVERNMENT SOFT LANDINGS: Recording Sheet

Inception

Functionality

Operational
Cost

Energy and
environmental
performance

Facilities
Management

Training,
commissioning,
handover

Additional Narrative:

GOVERNMENT SOFT LANDINGS: Recording Sheet

Design

Functionality

Operational Cost

Energy and environmental performance

Facilities Management

Training, commissioning, handover

Additional Narrative:

GOVERNMENT SOFT LANDINGS: Recording Sheet

Construction / Assembly

Functionality

Operational Cost

Energy and environmental performance

Facilities Management

Training, commissioning, handover

Additional Narrative:

GOVERNMENT SOFT LANDINGS: Recording Sheet

Pre-Handover

Functionality

Operational Cost

Energy and environmental performance

Facilities Management

Training, commissioning, handover

Additional Narrative: