

**Project #**

**Subject**                      **Gateway Checklist – GATE 1**

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**Gate 1**

- Review Client brief for consistency and relevant detail
  - Description
  - Rationale
  - Key risks / opportunities addressed
  - Time implications
  - Clear indication of location and scope
  - Project stakeholders clearly identified
  - Funding source
- Liaise with technical stakeholders re feasibility of the brief
  - Facilities Services (pro forma from MCAD)
  - Sustainability / energy consumption
  - ITS
  - Security
  - Projects
  - Space Planning
- Draft re-brief
- Re-brief signed by MCR
- Upload signed re-brief and any supporting documents to PRA
- Complete Gate 1 sign off form
- Upload signed Gate 1 sign off form to PRA
- PASS TO GATE 2    or    ADVISE REQUESTER OF PROJECT CLOSURE

**NOTE:** The above items are the total information that can reasonably be expected to be captured in the Gate 1 phase of a project. Depending on the scope and complexity of the project, some of these items will not require the same level of detail as others, and some items may not be necessary at all. MCRs are requested to make it clear where an item is not completed because it is not necessary, and where an item has not been completed for another reason.