Department for
Digital, Culture,
Media & Sport

GigaHubs Assurance Overview

An overview of some of the key tasks required in order to complete stages of the BDUK assurance process can be seen below:

Project phase		Local project tasks
Initiation	Identify project champion	● Read through the GigaHubs toolkit. ● Reach out to BDUK for support through the Local Delivery Lead network. ● Understand and agree to the role and responsibilities of the Project Champion.
	Build project cohort and establish project scope	● Send introductory letters to potential local partners. ● Run the inaugural meeting. ● Capture *initial* site list data. ● Gather MoUs from partner organisations within the cohort.
	Procurement options	● Identify potential procurement routes. ● Submit project documentation to BDUK for assurance.
Procurement strategy	Project funding	● Establish budgets. ● Establish and run governance for procurement. ● Update site list as required. ● Management of collaborative budgets.
	Procurement preparations	● Procurement strategy. ● Where procurement uses RM6095 GGC DPS, follow additional guidance and process. ● Draft grant agreement prepared.
	BDUK Checkpoint A / B Ready to procure	
Procurement	Competition to select supplier and agree prices	● Ensure site data list is fully updated for pre-award assurance. ● Ensure final contract documentation is available for assurance. ● Grant award finalised.
	BDUK Checkpoint C Contract award	
Build	Build	● Issue milestone completion certificates as build progresses. ● Claim grant payments. ● Make supplier payments. ● Manage collaborative budget.
	BDUK Checkpoint D In Life Review	
	BDUK Checkpoint E Change control	
Benefits	Benefits realisation	● Confirm site migrations when complete. ● Provide DCMS Management Information as required.
	BDUK Checkpoint F Project closure	