

| When will the task happen? | What is the task? | Who is the task for? | Who will carry out the task? | Where will the task happen? | How much will the task cost? |
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| Give us the estimated dates you expect to start and end each task. List tasks in chronological order. | Tell us about the tasks you will carry out during your project. Provide detailed information about the things you told us you would do as part of your project in your application. This could include any events you will hold, activities you will offer or things you will create. | Tell us who the task is aimed at (for example young people at a local youth club). Provide target numbers for any events, activities or things you will create (for example audience numbers or workshop participants). | Tell us who will be responsible for managing the task (for example a paid member of staff, volunteers or a project partner). | Tell us where the task will happen (for example your organisation's office or a local nature reserve). | Tell us how much you estimate the task will cost. |
| Spring 2025 | Seek tenders from archaeologists to carry out the geophysical surveys and conduct the digs within the abbey precinct. | Several different geophysical surveying techniques are needed to accurately identify the precise positions for archaeological trenches. This avoids excessive ground disturbance, particularly within the churchyard scheduled area. The excavations need to be chosen and managed by experienced archaeologists and health and safety standards maintained for all diggers both professional and voluntary. | Project partner - Tavistock Heritage Trust | Organisations office | £40,745.00+VAT |
| Spring - Autumn 2025 | Following tendering appoint the archaeologist to obtain SMC consent and on receipt commence the geophysical investigations within the abbey precinct. Obtain Schedule B consent for digs adjacent to the cloister remains. Set up the survey of the cloister remains and the archaeological digs in Betsy Grimbal's Tower and the cloister remains. | Volunteers interested in learning about the process will be invited to join the surveys and the digs. | Project partner - Tavistock Heritage Trust | Organisations office | £56,549.00 + VAT |
| Summer 2025 | Appoint specialist stonemason to remove loose artefacts from Betsy Grimbal's Tower to renovation | The local community, schools and visitors to the town. | Project Partner - Tavistock Heritage Trust with the RTA Group | Organisations office | £5,000 + VAT |
| Summer 2025 | Set up and run the 2 community events i.e. measuring out the abbey from the mediaeval details, and the Viking ship race. | The community events are aimed at children of primary school age - 20 to participate in the Viking boat race and 20 for measuring the abbey church. | Project partner - Tavistock Heritage Trust, the DTA Group and volunteers | Organisations office | £2,000 |
| Spring - Autumn 2025 | Following tendering appoint a conservation architect to prepare the documentation for the repairs to the remains and to obtain Listed Consent and SMC. Seek tenders from conservation building contractors. Set up the contract for the repairs of Betsy Grimbal's Tower and the Stillhouse. | The local community, schools and visitors to the town. | Project partner - Tavistock Town Council | Appointed professional's office | £30,000 + VAT |
| Spring - Autumn 2026 | Commence repair work to Betsy Grimbal's Tower and the Stillhouse. | The local community, schools and visitors to the town. | Project partner - Tavistock Town Council | On site at Betsy Grimbal's Tower and the Stillhouse | £328,600 + VAT |
| Spring 2026 - Autumn 2026 | With the building contractor set up conservation training days. | TTC building management staff, the local community who own heritage buildings, local building contractors working in or looking to work in the heritage field | Project partners - Tavistock Town Council and Tavistock Heritage Trust and RTA Group | On site at Betsy Grimbal's Tower and the Stillhouse and in the Robing Room of the Guildhall | Volunteer time. |
| Spring 2025 - Summer 2026 | Locate and record abbey remains no longer in the abbey precinct | The local community, schools and visitors to the town. | The RTA Group with the support of the archaeologist | Throughout Tavistock and the adjoining area | £5,000 + VAT |
| Spring 2025 - Summer 2026 | Develop the research on the various aspects of the abbey, its daily life and its power for information to create the interpretation. | The local community, schools and visitors to the town. | Project partner - Tavistock Heritage Trust and the RTA Group | Research Group meetings in the Robing Room of the Guildhall. Research taking place at volunteers' homes, and the County Archives. | Volunteer time. |
| Autumn 2025 | Seek tenders from appropriate graphic design companies for the creation of the interpretation information. | The local community, schools and visitors to the town. | Project Manager - Tavistock Heritage Trust and the RTA Group | Appointed professional's office | Volunteer time. |
| Winter 2025 - Autumn 2026 | Appoint a graphics company to prepare the interpretation information. Mount the interpretation information in the Guildhall and display find artifacts in the museum. | The local community, schools and visitors to the town. | Project Manager - Tavistock Heritage Trust and the RTA Group | Guildhall Interpretation Centre and the Tavistock Museum | £32,800 + VAT |
| Winter 2026 | Opening event for the interpretation information. | The town and everyone who has taken part throughout the project | Project Managers Tavistock Town Council and the Tavistock Heritage Trust | To be determined. | £1,000.00 + VAT |

| Risk | Risk owner | Level of risk (H/M/L) | Impact | Level of impact (H/M/L) | Mitigation | Review dates |
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| Describe the key challenges or potential risks you have identified. | Tell us who is responsible for managing this risk. | Tell us if you think this risk has a high, medium or low chance of happening. | Describe the impact this risk could have on your project. Think about the project costs, the timetable and the quality of your project. | Tell us if you think the impact of this risk will be high, medium or low. | Tell us how you will manage this risk. | Tell us when you will review this risk. |
| Funding shortfall at the outset | Tavistock Town Council (TTC) and Tavistock Heritage Trust (THT) | Medium | Insufficient funding at the outset could impact the project's scope and quality, jeopardise conservation, excavation and the interpretation elements. | High | THT will pursue supplementary funding sources. THT will also prioritise essential conservation and excavation elements and implement cost-saving measures to maximise project outcome within available funds. | Spring 2025 |
| Insufficient budget contingency for the repair works | TTC | Low | Extend the length of the contract whilst additional funding is sought, thereby increasing the costs if repairs are required beyond the initial tender price. | Medium | Beyond the included contingency sum a phased approach will be followed to enable the TTC to address the essential repairs and defer non-essential repairs, to remain within the contract sum. | Spring 2025 |
| Contractor availability and project timeline delays | TTC | Low | Delay in obtaining tenders from suitable heritage conservation contractors could have an impact on the timeline. | Medium | TTC and their architect will initiate contractor selection early to ensure the timeline is not impacted. The TTC will also maintain a timeline buffer to absorb any minor delays to keep the works on track. | Autumn 2025 |
| Volunteer recruitment and retention | THT/Rediscover Tavistock Abbey Group (RTAG) | Low | Public involvement is central to the project, difficulty in recruiting or retaining volunteers could reduce the extent and quality of the project | Medium | THT will create an active outreach strategy to attract volunteers, focusing on local history groups, schools and community organisations | Spring 2025 |
| Evaluation and documentation of the project outcomes | TTC and THT | Low | Evaluation is a key requirement, and gaps in planning or documenting project achievement could impact on the project's ability to showcase its outcomes. | Low | A detailed evaluation plan will be in place at the outset. Ongoing documentation, including volunteer feedback, project milestones, and financial tracking, will provide the basis for a comprehensive final evaluation report. | Ongoing throughout 2025-26 |
| Nesting birds in the Stillhouse | TTC | Low | Delay in carrying out the repairs | Low | Works will commence at the end of the nesting season. | Spring 2026 |
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