

# Project Briefing

Project identifier			
<b>[1a] Unique Project Identifier</b>	TBA	<b>[1b] Departmental Reference Number</b>	
<b>[2] Core Project Name</b>	Installation of Sprinklers in Social Housing Tower Blocks		
<b>[3] Programme Affiliation</b> (if applicable)	N/A		

Ownership	
<b>[4] Chief Officer has signed off on this document</b>	Andrew Carter
<b>[5] Senior Responsible Officer</b>	Paul Murtagh
<b>[6] Project Manager</b>	Paul Murtagh

Description and purpose					
<b>[7] Project Mission statement / Elevator pitch</b>					
To provide for the installation of automatic water fire suppression systems (sprinklers) in the City Corporation's five social housing high-rise tower blocks.					
<b>[8] Definition of Need: What is the problem we are trying to solve or opportunity we are trying to realise (i.e. the reasons why we should make a change)?</b>					
The retro-fitting of sprinkler systems in our social housing high-rise tower blocks will go some way to addressing issues relating to fire safety and compartmentation in the tower blocks and, will provide a significant additional level of protection for residents in the event of a fire.					
<b>[9] What is the link to the City of London Corporate plan outcomes?</b>					
[1] People are safe and feel safe. [2] People enjoy good health and wellbeing. [4] Communities are cohesive and have suitable housing and facilities.					
<b>[10] What is the link to the departmental business plan objectives?</b>					
This proposal relates to the Department of Community and Children's Services' Business Plan (2017-22), which lists a priority objective as health and wellbeing, specifically that "people of all ages enjoy good health and wellbeing".					
<b>[11] Note all which apply:</b>					
<b>Officer:</b> Project developed from Officer initiation	N	<b>Member:</b> Project developed from Member initiation	Y	<b>Corporate:</b> Project developed as a large scale Corporate initiative	N
<b>Mandatory:</b> Compliance with legislation, policy and audit	N	<b>Sustainability:</b> Essential for business continuity	N	<b>Improvement:</b> New opportunity/ idea that leads to improvement	Y

Project Benchmarking:	
<b>[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?</b>	
1) The installation of modern, effective sprinkler systems that comply with British Standard 9251-2014.	

2) Safer homes, increased levels of resident confidence and satisfaction.
3) Enhanced protection for residents and building fabric in the event of fire.
<b>[13] Will this project have any measurable legacy benefits/outcome that we will need to track after the end of the 'delivery' phase? If so, what are they and how will you track them? (E.g. cost savings, quality etc.)</b>
No
<b>[14] What is the expected delivery cost of this project (range values)[£]?</b>
Lower Range estimate: £3,200,000
Upper Range estimate: £3,200,000
<b>[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:</b>
Total £75,000 per annum maintenance costs for all 5 blocks.
<b>[16] What are the expected sources of funding for this project?</b>
HRA funding for maintenance and servicing works.
<b>[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?</b>
Lower Range estimate: February 2019 – December 2019
Upper Range estimate: May 2019 – March 2020.

<b>Project Impact:</b>	
<b>[18] Will this project generate public or media impact and response which the City of London will need to manage? Will this be a high-profile activity with public and media momentum?</b>	
Given the continued profile of the Grenfell Tower tragedy, this project will likely generate public and media interest.	
<b>[19] Who has been actively consulted to develop this project to this stage?</b>	
<(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Officer Name: Mark Jarvis, Dianne Merrifield
Chamberlains: Procurement	Officer Name: Adrian Moody
IT	Officer Name: N/A
HR	Officer Name: N/A
Communications	Officer Name: Chandni Tanna
Corporate Property	Officer Name: N/A
External	N/A
<b>[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:</b>	
Please note the Client supplier departments.	
Who will be the Officer responsible for the designing of the project?	
If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?	
Client	Department:
Supplier	Department:
Supplier	Department:
Project Design Manager	Department:
Design/Delivery handover to Supplier	Gateway stage: <Before Project Proposal>, <Post Project Proposal>, <Post Options Appraisal>, <Post Detailed design>, <Post Authority to start work>