Appendix 4 - Summary of Proposed Amendments to the Projects Procedure

Current Project Procedure	Revised Projects Procedure	Benefits of Change
• 7 stages within Gateway Approval Process.	• Reduced to 6 stages.	• Streamlined to link each stage to a specific outcome (rather than focus on process); • Closer alignment with RIBA methodology.
• No formal Costed Risk Process; • No mechanism to deal with issues realised outside of Committee.	• Established costed risk process, subject to Project Sub Committee agreeing a provision, following scrutiny of a costed risk register.	• Mechanism to deal with pre-identified issues which are realised swiftly; • See main report for further information (Costed Risk Provision Benefits section in the main report, point 28).
• Outcome reports expected after accounts have been verified.	• Outcome reports expected within 6 months of completion (regardless of whether accounts have received verification).	• Verification of accounts can occasionally take a significant amount of time, therefore in some cases outcome reports are not received until well after completion; • Ensures project evaluation and analysis of lessons learned soon after completion as per standard industry practice.
• Project lifecycle begins with Authority to Submit Project Proposal.	• Addition of Project Briefing (new Gateway 1) prior to Project Proposal stage; • Requires Chief Officer sign off.	• Chief Officer approval of projects entering the Gateway Process; • New document to ensure brief captures key information up front and aligns with standard industry practice.
• No cumulative reporting between Gateway stages.	• Addition of Project Cover sheet as fixed appendix once a project budget is established.	• Mechanism to capture changes in budget and scope throughout the project lifecycle.