

Project Briefing

Project identifier			
[1a] Unique Project Identifier	12046	[1b] Departmental Reference Number	
[2] Core Project Name	CoL School For Girls Summer Revenue Works 2019		
[3] Programme Affiliation <i>(if applicable)</i>	NA		

Ownership	
[4] Chief Officer has signed off on this document	Ena Harrop
[5] Senior Responsible Officer	Alan Bubbear
[6] Project Manager	Tahir Ditta

Description and purpose					
[7] Project Mission statement / Elevator pitch					
Broad scope of works covering annual maintenance and improvements for the CoL School for Girls, driven by the City Surveyors forward maintenance plan and the School's changing requirements					
[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)?					
Various building fabric, mechanical and electric assets are reaching the end of their life and will become inefficient and likely to fail if not replaced. Other items are required to provide the school with appropriate facilities for developing needs.					
[9] What is the link to the City of London Corporate plan outcomes?					
[1] People are safe and feel safe. [2] People enjoy good health and wellbeing. [5] Businesses are trusted and socially and environmentally responsible. [9] Our spaces are secure, resilient and well-maintained. [10] Our physical spaces have clean air, land and water and support a thriving and sustainable natural environment. [12] Our spaces inspire excellence, enterprise, creativity and collaboration.					
[10] What is the link to the departmental business plan objectives?					
School Development Plan Objective G – Ensure facilities remain fit for purpose					
[11] Note all which apply:					
Officer: Project developed from Officer initiation	Y	Member: Project developed from Member initiation	N	Corporate: Project developed as a large scale Corporate initiative	N
Mandatory: Compliance with legislation, policy and audit	Y	Sustainability: Essential for business continuity	Y	Improvement: New opportunity/ idea that leads to improvement	Y

Project Benchmarking:
[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?

<These should be impacts of the activity to complete the aim/objective, rather than 'finishes on time and on budget'>>
1)Continued operational success, without failure of building plant and fabric
2)School conforms to all safeguarding requirements in order to provide the appropriate environment for all pupils
3) Works completed on time without disruption to school operations and re-opening after the summer break
[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.)
The school will be better equipped to provide appropriate facilities as the school moves forward
[14] What is the expected delivery cost of this project (range values)[£]?
Lower Range estimate: Upper Range estimate: £505,000
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:
All on-going maintenance and servicing costs are accounted for in the City Surveyor's Forward Maintenance Plan and the Chamberlain's annual report on the schools Repairs, Maintenance and Improvement fund
[16] What are the expected sources of funding for this project?
City of London School For Girls' Repairs and Maintenance Revenue Fund
[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?
Lower Range estimate: July – Aug 2019 Due to the significant disruption caused by the works programme these must be carried out during the summer holiday break. They cannot be postponed or overrun.

Project Impact:	
[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?	
No	
[19] Who has been actively consulted to develop this project to this stage? <(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Officer Name: Steven Reynolds
Chamberlains: Procurement	Officer Name: Diana Morris
IT	Officer Name: N/A
HR	Officer Name: N/A
Communications	Officer Name: N/A
Corporate Property	Officer Name: N/A
External	
[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so: 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: CLSG
Supplier	Department: City Surveyors
Supplier	Department:
Project Design Manager	Department: Tahir Ditta
Design/Delivery handover to Supplier	Gateway stage: Gateway 5