

Project Briefing

Project identifier			
[1a] Unique Project Identifier	N/A	[1b] Departmental Reference Number	N/A
[2] Core Project Name	City of London Housing Estates Play and Ball Games Areas Refurbishment		
[3] Programme Affiliation (if applicable)	No		

Ownership	
[4] Chief Officer has signed off on this document	No
[5] Senior Responsible Officer	Paul Murtagh
[6] Project Manager	Lochlan MacDonald Not authorised to release costed risk provision (No CRP required at present)

Description and purpose					
[7] Project Description					
Complete replacement of equipment and facilities within specific play and ball games areas on some City of London residential estates, that are beyond repair and are potential safety hazards					
[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)?					
To ensure the safety of residents' children in up to date play and leisure facilities. Current facilities are beyond their useful life expectancy and are not fit for purpose.					
[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. [3] People have equal opportunities to enrich their lives and those of others and reach their full potential. [4] Communities are cohesive and have suitable housing and facilities. [9] Our spaces are secure, resilient and well-maintained. [11] Our spaces are digitally and physically well-connected and responsive.					
[10] What is the link to the departmental business plan objectives?					
This is linked to the DCCS business plan objectives of <ul style="list-style-type: none"> • Safe- by providing safe and modern equipment; • Health and well-being - by providing facilities and encouraging participation in play and exercise • Communities – the facilities allow children and parents from across the estate to integrate and develop friendships and links. 					
[11] Note all which apply:					
Officer: Project developed from Officer initiation	Yes	Member: Project developed from Member initiation	No	Corporate: Project developed as a large scale Corporate initiative	No
Mandatory:	Yes	Sustainability:	No	Improvement:	Yes

Compliance with legislation, policy and audit		Essential for business continuity		New opportunity/ idea that leads to improvement	
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Project Benchmarking:	
[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?	
1) Increased usage by residents' children of refurbished play areas	
2) Decrease in the amount of response repairs required on older equipment.	
3) Improved annual ROSPA reports on condition of play areas	
[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.)	
<ul style="list-style-type: none"> New equipment will require less repairs than older equipment, so will see a reduction in the amount spent on response repairs (although this will not be measurable until after the equipment has been installed and used for six months). The annual independent reports undertaken on these areas will report on the better condition of equipment and so require less remedial action. 	
[14] What is the expected delivery cost of this project (range values)[£]?	
Lower Range estimate: £271,700 (excluding Risk) Upper Range estimate: £271,700 (excluding Risk)	
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:	
Unknown, but a regime of staff inspections, periodic third party inspections and annual safety reports, and any maintenance issues arising from these, will be undertaken for response repairs as required.	
[16] What are the expected sources of funding for this project?	
Housing Revenue Account (although external funding grants are also being investigated)	
[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: Start June 2019 – Finish December 2020 Upper Range estimate: Start June 2019 – Finish December 2020	

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: Capital Team
Chamberlains: Procurement	Officer Name: Michael Harrington
IT	Officer Name: None
HR	Officer Name: None
Communications	Officer Name: None
Corporate Property	Officer Name: Consultation Team
External	Kompan Ltd

[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: N/A
Supplier	Department: N/A
Supplier	Department: N/A
Project Design Manager	Department: N/A
Design/Delivery handover to Supplier	Gateway stage: 5