

Project Briefing

Project identifier			
[1a] Unique Project Identifier	<A unique project number will travel with the project, and will incorporate a Department lead, within. Will be generated via Project Vision by CPO after CPB>	[1b] Departmental Reference Number	N/A
[2] Core Project Name	1-2 Broadgate Section 278 works		
[3] Programme Affiliation (if applicable)	N/A		

Ownership	
[4] Chief Officer has signed off on this document	Zahur Khan
[5] Senior Responsible Officer	Leah Coburn
[6] Project Manager	George Wright

Description and purpose					
[7] Project Description					
Section 278 highway works to accommodate new development at 1-2 Broadgate					
[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)?					
The new building at 1-2 Broadgate requires highway enabling works on Eldon Street and Finsbury Avenue to accommodate the new building footprint and pedestrian routes.					
[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. [10] Our physical spaces have clean air, land and water and support a thriving and sustainable natural environment.					
[10] What is the link to the departmental business plan objectives?					
Working in partnership with business to create better spaces in the City					
[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	N	Sustainability: Essential for business continuity	Y	Improvement: New opportunity/ idea that leads to improvement	N

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)	Meet the needs of a major City developer
2)	Improved public realm
3)	Improved routes for pedestrians
[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.)	
N/A	
[14] What is the expected delivery cost of this project (range values)[£]?	
Lower Range estimate: £200,000 Upper Range estimate: £500,000	
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:	
N/A	
[16] What are the expected sources of funding for this project?	
Fully funded by Section 278	
[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 – October 2020 Upper Range estimate: start – December 2023 <Critical deadline(s):> Deliver s278 highway works to occupation of new development	

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?	
Chamberlains: Finance	Officer Name: Afsana Rahman
Chamberlains: Procurement	Officer Name:
IT	Officer Name:
HR	Officer Name:
Communications	Officer Name:
Corporate Property	Officer Name:
External	Members of 1-2 Broadgate project team
[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:
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>