

Project Briefing

Project identifier			
[1a] Unique Project Identifier	12025	[1b] Departmental Reference Number	N/A
[2] Core Project Name	Guildhall Yard Paviments repair/replacement		
[3] Programme Affiliation (if applicable)	Guildhall Art Gallery WC refurbishment		

Ownership	
[4] Chief Officer has signed off on this document	Paul Wilkinson
[5] Senior Responsible Officer	Dorian Price
[6] Project Manager	tbc

Description and purpose					
[7] Project Mission statement / Elevator pitch					
To repair and/or replace the paviments and membrane throughout the Guildhall Yard.					
[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 replace damaged paviments membrane and drainage throughout the Yard to alleviate the ingress of water into the basements of various buildings. Number 3 project of prioritised projects agreed by CASC in October 17.					
[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] Our spaces are secure, resilient and well-maintained. [4] Our spaces inspire excellence, enterprise, creativity and collaboration.					
[10] What is the link to the departmental business plan objectives?					
1. Property assets and facilities management 2. Fund management and income generation 3. Support and promote the City as a business location					
[11] Note all which apply:					
Officer: Project developed from Officer initiation	Y	Member: Project developed from Member initiation	Y	Corporate: Project developed as a large scale Corporate initiative	Y
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?	
1) Buildings at less risk of damage from water ingress from both the damaged paviments, membrane and the surface water drainage.	

2) Safer walking surface for both people and animal hooves
3) Heavier vehicles less likely to cause damage
[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.)
Replacement/refurbishment of pavements will ensure that the Guildhall Yard remains in a good, safe, statutory compliant condition.
[14] What is the expected delivery cost of this project (range values)[£]?
Lower Range estimate: £1m Upper Range estimate: £3m
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:
Refurbishment/replacement of pavements will reduce on-going maintenance costs in the future and sanding/drain clearing operation.
[16] What are the expected sources of funding for this project?
City Cash Reserves
[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: April 2019 – March 2021 Upper Range estimate: July 2019 – June 2022

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?	
The Guildhall Yard is used as a public space to welcome visitors to the City. Various public events are held eg Lunch Markets, and cultural events. The City's Cultural Strategy is to make the City more open, welcoming, and conducive to all users' needs; and this project may have a temporary impact on the Yard that may generate public or media impact and response which the City of London will need to manage.	
[19] Who has been actively consulted to develop this project to this stage?	
Chamberlains: Finance	Officer Name: John James, Dianne Merrifield
Chamberlains: Procurement	Officer Name: Mona Lewis
IT	Officer Name: n/a
HR	Officer Name: n/a
Communications	Officer Name: n/a
Corporate Property	Officer Name: Paul Friend
External	n/a
[20] Is this project being delivered internally on behalf of another department? If not ignore this question. n/a	
Client	Department:
Supplier	Department:
Supplier	Department:
Project Design Manager	Department:
Design/Delivery handover to Supplier	Gateway stage: 1/2