

Project Briefing

Project identifier			
[1a] Unique Project Identifier	Not generated yet	[1b] Departmental Reference Number	N/A
[2] Core Project Name	West Smithfield and Charterhouse Street (Thameslink) Bridges Remedial Works		
[3] Programme Affiliation (if applicable)	Affiliation with Museum of London Relocation Project and Holborn/Snow Hill Pipe Subway Project being considered, as all involve works to COL assets over the railway in close proximity		

Ownership	
[4] Chief Officer has signed off on this document	Yes – as delegated to Gordon Roy (District Surveyor & Environmental Resilience Director)
[5] Senior Responsible Officer	Paul Monaghan Assistant Director – Engineering Department of Built Environment
[6] Project Manager	Mark Bailey Principal Engineer (also Engineering Team, DBE)

Description and purpose					
[7] Project Mission statement / Elevator pitch					
This project relates to essential structural maintenance and repairs at two highway structures over the Thameslink railway near Smithfield Market.					
[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)?					
Both of these old structures are in fair condition, when judged against standard highway inspection criteria, but with some critical components reported as in very poor condition and requiring significant maintenance works					
The potential for spalling or otherwise loose concrete or brickwork to fall on the live railway exposes the City of London to significant risks. A full package of remedial works is therefore recommended to mitigate these risks					
[9] What is the link to the City of London Corporate plan outcomes?					
[1] People are safe and feel safe.					
[9] Our spaces are secure, resilient and well-maintained.					
[10] What is the link to the departmental business plan objectives?					
The project is consistent with the City of London highway authority's general obligations to maintain the public highway					
[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	Y	Sustainability: Essential for business	N	Improvement: New opportunity/ idea	N

legislation, policy and audit		continuity		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) Completion of scheduled works within 2 years of project initiation (GW1-4 report)	
2) Mitigation of City's risks to 3 rd parties in relation of ageing structures over the live railway, as verified by structural inspections during/after construction	
3) Improving the condition and residual value of the assets, within the allocated project budget	
[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 key legacy benefits will involve:- <ul style="list-style-type: none"> a) Reduction of the City's risks with respect to public liability and potential enforcement action by the Rail Inspectorate of the Health and Safety Executive, b) Improving the value and condition of the highway asset, such that further major maintenance would not be expected for some (estimated) 15 to 20 years c) 	
[14] What is the expected delivery cost of this project (range values)[£]?	
Lower Range estimate: £600,000 Upper Range estimate: £800,000	
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:	
Costs expected to be repeated on a 20 year cycle	
[16] What are the expected sources of funding for this project?	
A combination of funding from the Additional Works Programme, Cyclical Works Programme and Additional Capital Funds for City Fund Properties Programme	
[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 2018 – December 2019 Upper Range estimate: July 2018 - July 2020 No critical deadlines identified, although the City risk enforcement action by the HSE Rail Inspectorate if the structures are not maintained in a timely manner to reduce risks to the travelling public	

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?	
Highly unlikely	
[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: John James & Julie Smith
Chamberlains:	Officer Name: Hirdial Rail

Procurement	
IT	Officer Name: n/a
HR	Officer Name: n/a
Communications	Officer Name: n/a
Corporate Property	Officer Name: Various (CSD Report Consultation address)
External	Network Rail (various individuals)
<p>[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:</p> <p>Please note the Client supplier departments.</p> <p>Who will be the Officer responsible for the designing of the project?</p> <p>If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?</p>	
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>