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## Project Briefing

Project identifier			
<b>[1a] Unique Project Identifier</b>	TBA	<b>[1b] Departmental Reference Number</b>	N/A
<b>[2] Core Project Name</b>	Tenants Electrical Services Testing and Smoke Detector Installation – Phase 5.		
<b>[3] Programme Affiliation (if applicable)</b>	Yes, follows on from phases 2, 3 and 4.		

Ownership	
<b>[4] Chief Officer has signed off on this document</b>	Yes
<b>[5] Senior Responsible Officer</b>	Jason Hayes, Head of Major Projects
<b>[6] Project Manager</b>	Lochlan MacDonald, Asset Programme Manager

Description and purpose					
<b>[7] Project Description</b>					
To carry out statutory electrical testing within tenanted properties and install Mains fitted smoke alarms within dwellings where necessary.					
<b>[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)?</b>					
To meet compliancy and improve resident safety.					
<b>[9] What is the link to the City of London Corporate plan outcomes?</b>					
[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.					
<b>[10] What is the link to the departmental business plan objectives?</b>					
<b>Safe</b> - People of all ages live in safe communities, our homes are safe and well maintained and our estates are protected from harm. This project helps ensure safety, and maintains our assets.					
<b>[11] Note all which apply:</b>					
<b>Officer:</b> Project developed from Officer initiation	Y	<b>Member:</b> Project developed from Member initiation	N	<b>Corporate:</b> Project developed as a large scale Corporate initiative	Y
<b>Mandatory:</b> Compliance with legislation, policy and audit	Y	<b>Sustainability:</b> Essential for business continuity	N	<b>Improvement:</b> New opportunity/ idea that leads to improvement	N

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<b>Project Benchmarking:</b>	
<b>[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?</b> <These should be impacts of the activity to complete the aim/objective, rather than 'finishes on time and on budget'>>	
1) That all identified properties have fully compliant electrical certification.	
2) That properties identified without mains fitted smoke alarms have these installed	
3) That non urgent electrical issues are noted to inform a future programme of rectification works.	
<b>[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.)</b>	
All flats fully certificated and dates known for next inspection	
<b>[14] What is the expected delivery cost of this project (range values)[£]?</b>	
Lower Range estimate: £300,000 Upper Range estimate: £400,000	
<b>[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:</b>	
Ongoing maintenance and response repairs, although these should decrease. Follow up project to undertake identified non-urgent repairs	
<b>[16] What are the expected sources of funding for this project?</b>	
Housing Revenue Account	
<b>[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?</b>	
Lower Range estimate: May 2020 – March 2021 Upper Range estimate: May 2020 – June 2021	

<b>Project Impact:</b>	
<b>[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?</b>	
No	
<b>[19] Who has been actively consulted to develop this project to this stage?</b> <(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Officer Name: Mark Jarvis
Chamberlains: Procurement	Officer Name: Kayleigh Rippe
IT	Officer Name: N/A
HR	Officer Name: N/A
Communications	Officer Name: N/A
Corporate Property	Officer Name: N/A
External	None
<b>[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:</b> <b>Please note the Client supplier departments.</b> <b>Who will be the Officer responsible for the designing of the project?</b> <b>If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?</b>	
Client	Department: N/A

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Supplier	Department: N/A
Supplier	Department: N/A
Project Design Manager	Department: N/A
Design/Delivery handover to Supplier	N/A