

# Appendix 1: Project Coversheet

## [1] Ownership & Status

**UPI:** 12214 & 12213

**Core Project Name:** Guildhall Cooling Plant Replacement & Steam Humidification Plant Replacement

**Programme Affiliation** (if applicable): N/A

**Project Manager:** Edwin Birch

**Definition of need:** Plant is at end of life

**Key measures of success:** Time & Budget

**Expected timeframe for the project delivery:** June 20 – Oct 23

**Key Milestones:** GW 3 & 4

**Are we on track for completing the project against the expected timeframe for project delivery?** Y

**Has this project generated public or media impact and response which the City of London has needed to manage or is managing?** N

## [2] Finance and Costed Risk

**Headline Financial, Scope and Design Changes:**

**'Project Briefing' G1 report (as approved by Chief Officer (2020:**

- Total Estimated Cost (including risk):
  - Cooling: £3m
  - Humidification: £1.2m
- Estimated Programme Dates:
  - Cooling April 21 – Dec 21
  - Humidification Feb 21 – Dec 21

*Scope/Design Change and Impact:*

**'Project Proposal' G2 report (as approved by PSC 22/04/20):**

- Total Estimated Cost (excluding risk):
  - Cooling: £2.6M
  - Humidification: £1.012m
- Resources to reach next Gateway (excluding risk)
  - Cooling:
    - Project Manager £25,000;
    - Quantity Surveyor £20,000;
    - Mechanical & Electrical Designer £40,000
    - Structural Engineer £10,000;
    - Surveys £40,000;
    - Staff Costs £6,000
  - Humidification:
    - Project Manager £12,000;
    - Quantity Surveyor £10,000;
    - Mechanical & Electrical Designer £30,000;
    - Structural Engineer £5,000;
    - Surveys £25,000;
    - Staff Costs £3,000
- Spend to date: 0
- Costed Risk Against the Project:

- Cooling: £400,000
- Humidification: £189,000
- CRP Requested:
  - Cooling: £33,200;
  - Humidification: £22,000
- CRP Drawn Down: 0
- Estimated Programme Dates:
  - Cooling: June 20 – Oct 23
  - Humidification: June 20 April 22

*Scope/Design Change and Impact:*

**'Options Appraisal and Design' G3-4 report (as approved by PSC xx/yy/zz):**

- Total Estimated Cost (excluding risk):
- Resources to reach next Gateway (excluding risk)
- Spend to date:
- Costed Risk Against the Project:
- CRP Requested:
- CRP Drawn Down:
- Estimated Programme Dates:

*Scope/Design Change and Impact:*

**'Authority to start Work' G5 report (as approved by PSC xx/yy/zz):**

- Total Estimated Cost (excluding risk):
- Resources to reach next Gateway (excluding risk)
- Spend to date:
- Costed Risk Against the Project:
- CRP Requested:
- CRP Drawn Down:
- Estimated Programme Dates:

*Scope/Design Change and Impact:*

**Total anticipated on-going commitment post-delivery [£]:**<Current Range>  
**Programme Affiliation [£]:**<(If applicable) What is the estimated total programme cost including this project:>