

Project Briefing

Project identifier			
[1a] Unique Project Identifier	TBA	[1b] Departmental Reference Number	
[2] Core Project Name	Renewal of Roof Coverings at 1-48 Blake House, William Blake Estate.		
[3] Programme Affiliation (if applicable)	N/A		

Ownership	
[4] Chief Officer has signed off on this document	Andrew Carter
[5] Senior Responsible Officer	Paul Murtagh
[6] Project Manager	Paul Murtagh

Description and purpose					
[7] Project Mission statement / Elevator pitch					
To provide for the removal and repair of defective asphalt roof coverings to the main roof and the installation of a 'Paraquartz' liquid membrane waterproofing system (complete with 20-year, insurance backed warranty). The removal and replacement of defective roof patio slabs to the main roof area and, associated building repairs including cleaning and repair of rainwater goods and gullies, brickwork repairs and repairs to parapet walls.					
[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)?					
This work will eliminate the risk of further water ingress through the flat roof, which is causing internal structural damage and damage to property. The work will ensure that City is not failing in its duty to maintain its homes in a decent standard of repair and avoids further deterioration in the value of a City asset.					
[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. [4] Communities are cohesive and have suitable housing and facilities.					
[10] What is the link to the departmental business plan objectives?					
This proposal relates to the Department of Community and Children's Services' Business Plan (2017-22), which lists a priority objective as "Supporting Homes and Communities", specifically "developing strong neighbourhoods and ensuring people have a decent place to live".					
[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	Y	Sustainability: Essential for business continuity	N	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) The completion of the works to deliver a new roof system with a comprehensive 20-year insurance backed warranty.	
2) Improved condition of City asset, increased levels of resident confidence and satisfaction.	
3) Elimination of water ingress from roof and elimination of subsequent structural damage and damage to property.	
[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.)	
No	
[14] What is the expected delivery cost of this project (range values)[£]?	
Lower Range estimate: £360,000	
Upper Range estimate: £390,000	
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:	
Total £750 per annum maintenance costs to ensure warranty is maintained.	
[16] What are the expected sources of funding for this project?	
HRA funding for maintenance works with approximately 30% recoverable from leaseholders.	
[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: March 2019 – October 2019	
Upper Range estimate: January 2020 – December 2020.	

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?	
<(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Officer Name: Mark Jarvis, Dianne Merrifield
Chamberlains: Procurement	Officer Name: Michael Harrington
IT	Officer Name: N/A
HR	Officer Name: N/A
Communications	Officer Name: Chandni Tanna
Corporate Property	Officer Name: N/A
External	N/A
[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>