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| **Project Initiation Document (PID)**  **Minor & Small Projects <£150k**  Minor Works PID July 2017 | |
|  |  |
| **Project name** | *Insert project name here.* |
| Date |  |
| **Document Author** |  |
| **Project Director** | Click here to enter text. |
| **Project Champion** | Click here to enter text. |
| **User Coordinator** | Click here to enter text. |
| **Senior Supplier** | Click here to enter text. |
| **Project Manager** |  |
| **Executive Summary** | |
|  | |
| **Budget Centre** |  |
| **Financial approval requested now** |  |
| **Project Start Onsite** |  |
| **Project Completion** |  |

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| **1.a PROJECT/FUNDING SUMMARY** | | |
| **Funding Source** | **Amount** | **Confirmed?** |
| **External:** |  |  |
| **College:** |  |  |
| **Department:** |  |  |
| **Comments on the above (if applicable)** | | |
| Please note, for example, if the figures are estimated. Please indicate any assumptions | | |

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| **1.b COSTS BREAKDOWN** | | | |
|  | **£ Net** | **£VAT@17%** | **£ Gross** |
| **Construction** |  |  |  |
| **Professional Fees** |  |  |  |
| **Fixtures Fitting &Equipment** |  |  |  |
| **Other** |  |  |  |
| **Contingency** |  |  |  |
| **Total** |  |  |  |

***Note:***

*VAT rate is 85% of 20% VAT which equates to 17% (College’s non- recoverable rate)*

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| **2.PROJECT HISTORY** |
| Please explain if this, or a related project, has been considered by PRB or CERC previously. Please give details of project progress to date, to include information about the scope and conclusions of any Feasibility Studies. |

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| **3.PROJECT OVERVIEW** |
| **Location** |
| Please describe where the project will be located. |
| **Expected Deliverables** |
|  |
| **Exclusions** |
| Please explain if anything has been excluded from the scope of the project / Feasibility Study |
| **Key Performance Indicators** |
| How will the success of the project be measured? |
| **Programme** |
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| **Operational Benefits** |
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| **4.VALUE FOR MONEY** |
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| **5.RISKS** |
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| **6.ENVIRONMENT AND SUSTAINABILITY** |
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| **7.ATTACHMENTS** |
| Appendix 1:Tender Report / Scope Works / Client Brief  Appendix 2: Drawings – Existing and Proposed Plans  Appendix 3: Photographs  Appendix 4: Programme – Word or GANTT Programme  Appendix 4: Financial Summary & Recommendation |

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| **8.ENDORSEMENTS** | | | | | | | | | | |
|  | | **Project Director** | | | | |  | **Project Manager** | | |
| Name: | |  | | | | |  |  | | |
| Signature | |  | | | | |  |  | | |
| Date | |  | | | | |  |  | | |
|  | | **Senior Supplier** | | | | |  | **Project Champion** | | |
| Name | |  | | | | |  |  | | |
| Signature | |  | | | | |  |  | | |
| Date | |  | | | | |  |  | | |
|  | | **User Coordinator** | | | | |  | **Head of Department** | | |
| Name | |  | | | | |  |  | | |
| Signature | |  | | | | |  |  | | |
| Date | |  | | | | |  |  | | |
|  | | | | | | | | | | |
|  | | **Director of Estates Facilities** | | | | |  | **Director of ICT** | | |
| Name | |  | | | | |  |  | | |
| Signature | |  | | | | |  |  | | |
| Date | |  | | | | |  |  | | |
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| **9.FINANCIAL APPROVAL** | | | | | | | | | | |
| **Account Code Authorisation** | | | | | | | | | | |
| Cost Centre Code: | | |  | | | | | | | |
| Cost Centre Code: | | |  | | | | | | | |
| Cost Centre Code: | | |  | | | | | | | |
|  | | | | | | | | | | |
| Threshold | Accountable Body | | | | | Signatures | | | | Date |
| £0-150k | Chief Operating Officer | | | | |  | | | |  |
| Operations Group Finance Officer | | | | |  | | | |  |
| Faculty Operating Officer | | | | |  | | | |  |
| Departmental Finance | | | | |  | | | |  |
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| **10.PROJECT ADMINISTRATION** | | | | | | | | | | |
| Received by Finance | | | | Signature |  | | | | Date |  |
| Received by Project Managers | | | | Signature |  | | | | Date |  |
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**Appendix 4**

Financial Summary and Recommendation

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| **Estates Facilities Projects Checklist** |
| [INSERT REFERENCE NUMBER] (building code and date e.g. SHER 110210) |

**N.B. This document is to be used for all Projects when run by Estates Facilities. Please attach any supporting documentation e.g. Specifications, Drawings etc.**

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| 1. PART A – This is to be completed at the PID Stage |
| Building Manager …………………………. Signature …………………………  Date …………………………. Email ………………………… |
| * 1. Building |
| * 1. Brief Description of Project |
| * 1. Programme requirements |
| * 1. Source of Funding |
| * 1. Additional information   **Y N N/A** |
|  |
| * 1. General * Complete Room Data Sheets to identify user requirements * Produce proposed drawings (Contact CAD Team) |
| * 1. Space Team * Check person area allocation and Space Exec approved where   applicable |
| * 1. Equality Act * Check - impact / implications / adjustments |
| * 1. Ventilation Requirements * Validate Existing * Take into account regulation requirements for Ventilation * Take into account College specific requirements i.e. Technical Policy   Statements (TPSs), Building Temperature Protocol (BTP) and   Component Schedule |
| * 1. Heating Requirements * Validate Existing * Take into account College specific requirements i.e. TPSs, BTP and Component Schedule |
| * 1. Cooling Requirements * Validate Existing * Take into account College specific requirements i.e. TPSs, BTP and Component Schedule |
| 1.12 Domestic Water Services   * Validate Existing * Take into account regulation requirements * Take into account College specific requirements i.e. TPSs, BTP and Component Schedule |
| 1.13 Electrical   * Validate Existing * Take into account regulation requirements * Take into account College specific requirements i.e. TPSs, BTP and Component Schedule |
| 1.14 BEMS   * Validate Existing * Take into account regulation requirements * Take into account College specific requirements i.e. TPSs, BTP and Component Schedule |
| 1.15 Fire Strategy and Systems   * Validate Existing   x   * Take into account regulation requirements * Take into account College specific requirements i.e. TPSs, BTP and Component Schedule |
| 1.16 Security Strategy and Systems   * Seek Advice / Requirements from Security Office and Fire and Security   Engineer   * Take into account regulation requirements * Take into account College specific requirements i.e. TPSs, BTP and Component Schedule |
| 1.17 Data   * Wired network points – sufficient capacity in Communications   Wiring Centre (CWC)   * Wireless – sufficient coverage |
| 1.18 Energy   * Ensure energy initiatives have been explored and utilised where possible (Please describe below) |
| 1.19 Sustainability   * Ensure sustainability initiatives have been explored and utilised where possible (Please describe below) * Has the contractor been made aware of the College’s waste   Management and recycling requirements? |
| 1.20 Asbestos   * Obtain Asbestos Report |
| * 1. Radiation * Is decontamination required? |
| * 1. Health and Safety * Is the project notifiable i.e. is Construction Design and Management   (CDM) required?   * Has a Principal Designer been identified?   Who?   * Has a Principal Contractor been identified?   Who?   * Has plant maintenance access been considered? |
| * 1. Estates Facilities Maintenance * Consultation with Maintenance Team * Plant maintenance access |

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| 1. PART B – This is to be completed at Construction Stage |
| 2.1 Space Team   * Use of CAD Strategy, allocation of room numbers from Space Team |
| 2.2 Asbestos   * Has the Asbestos Report been shared with the principle contractor? |
| * 1. Radiation   Has the Radiation Report been shared with the principle contractor? |
| 2.4 BEMS   * Validate BEMS System |
| 2.5 Waste Management   * Has the Contractor been passed our Waste Management Policy? * Has a Waste Management Plan been agreed? |

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| 1. PART C – To be completed at Completion |
| 3.1 General   * Update Asset Register (Concept) via Estates Facilities   Customer Services Centre   * Update and/or provide Operation & Maintenance (O & Ms) manuals. |
| * 1. Space Team * Issue to Space Team from update to CADCOM and Pythagoras |
| * 1. BEMS * Update BEMS server |
| * 1. Fire Strategy and Systems * Update System |
| * 1. Security Strategy and Systems      * Update System |