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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**  |
|  |
| **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 BriefAppendix 2: Drawings – Existing and Proposed PlansAppendix 3: PhotographsAppendix 4: Programme – Word or GANTT ProgrammeAppendix 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 |  |  |  |
|  |
|  |
|  **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 |  |  |
|  |
|  |
|  **10.PROJECT ADMINISTRATION** |
| Received by Finance | Signature |  | Date |  |
| Received by Project Managers | Signature |  | Date |  |
|  |  |  |

**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
 |