

## **APPENDIX B**

### **Project Documentation**

Insert Project Name

# **Incorporating business case, project brief and project management document**

**Part A – Document Control**

**Part B – Business Case, Project Background and technical issues**

**Part C – Project Brief**

**Part D – Project Management Document**

Version no: 1

Date: (insert date of report)

## Part A - Document Control

### A 1 - Key personnel

<b>Title</b>	WLC- Sauna/Steam Improvements
<b>Author</b>	H Rai
<b>Approver</b>	Programme Board
<b>Owner</b>	H Rai/C Marshall

### A 2 - Project Organisation Structure

The work will be coordinated by SLM the management Contractor, who has a long term management contract for WLC and overseen by officers from MBC to ensure successful completion.

### A 3 - Version history

Version	Date	Summary of changes	Changes marked

### A 4 - Distribution

Name	Area
Programme Board	

### A 5 - References

Doc reference	Document title

## Part B – Business Case, Project Background / technical issues

### B 1 - General

The refurbishment of Waterfield Leisure Centre is complete apart from some minor [signage] works and the facility is already delivering the outcomes we identified, we are seeing a significant increase of visits to the facility offering a wide range of activities and the refurbishment has created new jobs and enhanced the customer experience for users. The Sauna/Steam area was outside of the refurbishment scope, however, during the refurbishment and certainly now after the refurbishment it has become clear that the area is noticeably 'poor' compared to the rest of the facility. This view has also come back to officers through customer feedback and following member visits

The Management Contractor (SLM) has sourced 3 quotes for the work and provided officers with the information, the details of which are contained in Appendices C&D. Officers have discussed with SLM the benefit to them for this improvement and although they suggest that the commercial opportunity/benefit to them is limited and difficult to quantify they recognise that a significantly improved Sauna/Steam room has the potential to increase membership numbers, therefore have indicated that they would contribute £10,000 to the project. This is identified in the project Plan and Business case that members are being asked to approve.

### B 2 –Service / Service / Function

The WLC is part of the Leisure & Culture service managed within the Communities & Neighbourhoods Service.

The management of the facility is jointly coordinated between the Communities & Neighbourhoods and Central Services' (property)

### B 3 – Strategic fit

Minimum content needed for this section:

- The refurbishment of WLC was a high priority and this additional improvements will complement the project
- 

### B 4 - Options appraisal

Minimum content needed for this section:

- SLM have sourced 3 quotes with the following outcomes:
  - Quote 1- £52,340
  - Quote 2- declined to quote following issues with the supply of floor tiles specified
  - Quote 3- £33,631

Another option would be to do nothing, however, the area is currently closed and it

is very noticeable that this area is in a 'poor' state compared to the rest for the facility

Officers are recommending we proceed with Quote 3

### **B 5 - Achievability**

There is a high level of achievability with this project, following successful completion of the major £2.5M refurbishment.

### **B 6 - Legal Issues (if applicable)**

None

### **B 7 Specification**

#### ***Strip-Out Works:***

To attend site within normal working hours. Strip out, cart away and skip the following:-

- Existing flooring
- Wall tiles
- Lighting
- Altro panelling
- Existing skirting
- Entrance lobby walls and door

#### ***Steam Room:***

Supply and install Roma CVAPE 7F Commercial Steam room 9.5KW Steam Generator, Fitting kit, Water softener, plant mounting, Salt nuts and water feed hoses this also includes delivery to site and removal of old unit

#### ***Option on Replacement of Steam room floor tiles:***

Uplift existing quarry tiles and prepare floor. Supply, deliver and lay new ceramic tiles to proposed new Steam room. Area not to exceed 3.5m<sup>2</sup>.

***New Works:***

Supply, deliver and install the following new elements:-

- MF ceiling plaster-boarding (taped and filled) including lobby area.
- Boxing in steelwork to 4 no. areas in conjunction with MF ceiling construction.
- Supply, deliver and install new ceramic floor tiles and wall tiles including skirt tile detail and bull-nosed step detail to entry/exit Steam and Sauna room.
- Replace 2 no. existing doors with new flush solid-core, fire rated doors complete with ventilation vents.
- Replace existing steam plant room door with new
- Decoration throughout including ceilings, walls and previously painted gloss work.
- Reconfigure supply for water machine.
- Ed alarm sounder with existing Health Suite to be dismantled and a new head installed by existing Maintenance Department.
- Install new benching and coat hooks.
- New stud wall to cover steam room
- New changing cubicle adjacent to shower area

***Plumbing Works:***

Remove and cap off existing shower fittings, Install new replacement Rada shower valves, timed flow and heads and replacement chrome pipework.

***Electrics and Ventilation Works:******LED low maintenance option***

Health Suite Lobby

Supply, Wire and Fit 1 no. 24 watt LED version compact fluorescent down light with drop glass and emergency pack and emergency light test switch.

Health Suite:

Supply, Wire and Fit 4 no. 24 watt LED version compact fluorescent down lights with IP65 rim

Supply, Wire and Fit 1 no. 24 watt LED Version Compact Fluorescent Down light with IP65 Rim and emergency pack

***Extraction Units***

Supply Wire and Fit 2no. Extractor fans to replace the existing ones



## B 8 - Financial Implications

<i>Cap / Rev</i>		
	<b>£</b>	<b>Comment</b>
<b>Initial Costs</b>	<b>33,631</b>	
<b>External Funding</b>	<b>10,631</b>	<b>From SLM</b>
<b>Net Cost</b>	<b>22,631</b>	
<b>Ongoing Savings</b>		
<b>Phasing</b>		

## B 9 – Project Scoring Matrix Score 8 (2+1+1+1+2+1)

<b>Scoring – for your project – calculate the points</b>			
<b>Criteria</b>	<b>1 Point</b>	<b>2 Points</b>	<b>3 Points</b>
<b>Cost £ (budget, time and human resource)</b>	<b>&lt;£10k</b>	<b>£10k - £50K</b>	<b>&gt;£50K</b>
<b>Timescale</b>	<b>&lt; 6 months</b>	<b>6 – 12 months</b>	<b>&gt; 12 months</b>
<b>Impact if project failed on the organisation</b>	<b>Minor disruption</b>	<b>Moderate</b>	<b>Major</b>
<b>Melton's Track Record</b>	<b>Done Successfully Many Times Before</b>	<b>Done Successfully Once or Twice Before</b>	<b>New Area of Working</b>
<b>Stakeholder Interest (internal and external)</b>	<b>Minimal</b>	<b>Moderate</b>	<b>Major</b>
<b>Project Complexity</b>	<b>Straight-forward</b>	<b>Moderately Complex</b>	<b>Highly Complex</b>

Projects scoring 6 – 10 points - Formal methodology **not** necessary  
 Projects scoring > 10 points - Formal methodology **is** necessary

### Note

The business case **must** be submitted initially to the Programme Board and will allow schemes to be prioritised and feasibility to be assessed.

## Part C – Project Brief

The Project Brief sets out the direction, scope and objectives of the project and forms essentially the “contract” between the Project Sponsor and Project Manager as to what will need to be delivered.

### C 1 - Project Objectives, outcomes and benefits

- \* To enhance the customer experience for users of the facility and offer a high quality leisure & Culture offer for residents and visitors to Melton.
- \* The Major Refurbishment has only recently been completed and therefore these proposed improvements ideally need to occur now, the area is currently closed.
- \* Significant improvements to the Sauna/Steam area to coincide with the major refurbishment and to enhance the overall customer experience across the whole facility.
- \* Project will be delivered on time and within budget with little/no disruption for exiting users to the facility..

## Part D – Project Management

### D 1- Key Business Risks/Contingency Plans/Exit Strategy

There are no key business risks associated with this project. Officers in conjunction with SLM have recently successfully delivered a £2.5 m refurbishment project.



## D 2 - Key Stakeholders

This section should identify the key stakeholders, both internal and external to Melton Borough Council, for example:

### **External Stakeholders**

General Public – The General Public will benefit from this improvement, as it will enhance the customer experience

The Media – This will be a positive media message.

### **Internal Stakeholders**

Finance – Finance have been consulted on this business Case.

Legal – N/a this is straight forward contract for works.

***For guidance on their management strategies refer back to Step 2 –  
Prioritisation, page 16***

## D 3 - Communication Plan

On approval, officers will agree with SLM a phasing of the works and communication with Media. Existing users will not be affected, as the area will be condoned off, whilst the improvements take place.

Notices of the improvements will be placed in the reception area of WLC.

#### **D 4 - Project Controls**

This section of the PID should highlight the key controls that have been put in place to aid the management of the project. This may include:

##### **Quality Control**

The specification of the work, has been considered by officers and viewed as of a high quality to complement the recent refurbishment.

##### **Key Controls for Project Closure**

The Programme Board will control Closure and confirm in writing its acceptance that the project has been completed in line with the initial PID approval.

## Appendix B2, – Standard Risk Management Template

Project Name:

Updated:

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11
Risk No.	Grade [red, amber, green]	Risk Owner	Cause	Potential Consequences	Current Score	Original Score	Movement [↔,↑,↓]	Current controls [working]	Adequacy of mitigation measures	Planned actions (For key risks only)
1				•						
2				•						
3				•						
4				•						
5				•						

Last updated:

<b>Risk Number</b>	This is the unique identification number given to each individual risk
<b>Owner/project</b>	Who is the risk owner and therefore responsible for ensuring the mitigation work is undertaken
<b>Cause</b>	This describes the existing, potential or perceived risk/threat to the project objectives
<b>Consequence</b>	The impact of the cause is often a chain of events that can impact on many stakeholders
<b>Current score and original score</b>	Based on the risk matrix, how is the risk likelihood scored e.g. A, B, C, D or E Based on the risk matrix, how is the impact scored e.g. 1, 2, 3 or 4 The original score is as per the first time it was raised.
<b>Current mitigation</b>	The existing measures that are in place to control /prevent the risk (risk mitigation)
<b>Adequacy</b>	An assessment on the suitability of the current mitigation measures (adequate, poor, good)