

Part B
Business Case

The Chapel, Cemetery, Thorpe Road.

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: 23/01/14

Part A - Document Control

A 1 - Key personnel

Title	Project Initiation Document
Author	Jane Galilee
Approver	Harry Rai
Owner	Jane Galilee
A 2 - Project Organisation Structure	
<p>The property is owned by the General Fund – special expenses. It is under the budget of the Cemetery (Raman Selvon).</p> <p>The Property advice is provided by Jane Galilee and Gleeds with David Blanchard as Corporate Property Officer.</p>	

A 3 - Version history

Version	Date	Summary of changes	Changes marked

A 4 - Distribution

Name	Area
Dawn Garton	Central Services

A 5 - References

Doc reference	Document title
CSA 13 th Nov 2013	
21 st October 2013	Project Mandate

Part B – Business Case, Cemetery Lodge – Residential use

B 1 - General

Various works have been identified that need to be carried out;

- Chapel has suffered water ingress which needs repair and internal finishes making good.
- Iron rainwater goods, require replacement in part and re-painting /re-fixing.
- Timber on bell tower requires painting,
- Stone work requires attention.
- Chapel door painting.

B 2 –Service / Service / Function

Cemetery

B 3 – Strategic fit

: The building is used for services on site for the general public.

B 4 - Options appraisal

Members approved the project mandate for £10k of capital improvement works to the cemetery chapel at CSA on the 13/11/2013 for the financial year 2014/15. Recently there has been a leak to the roof of the cemetery chapel, temporary repairs have been implemented and officers request that these capital works are brought forward to prevent further deterioration in the building occurring, subject to the business case for these works going to PFA on 12.02.2014.

Recommendation;

The repair works are progressed as soon as possible to prevent further degradation on the building. Therefore funds are required in this financial year 2013/14 rather than next year as planned.

B 5 - Achievability

Works to be instructed immediately to prevent further deterioration. Quotes are being obtained and work should commence asap.

B 6 - Legal Issues (if applicable)

MBC will be unable to provide the chapel for general public services if the condition of the building further deteriorates.

The work needs also to be scheduled around the life cycle of local wildlife.

B 7 Specification

Works specification awaited but estimated costs are £10,000 plus vat.

B 8 - Financial Implications

<i>Cap / Rev</i>		
	£	Comment
Initial Costs	£10k	
External Funding	None	
Net Cost	£10k	
Ongoing Savings		Once in good repair the requirement for temporary repairs will cease.
Phasing		Works to commence upon receipt of acceptable quotes and take approximately 1 month to complete.

B 9 – Project Scoring Matrix Needs scoring

The Project Scoring Matrix produces a figure of 6 points and therefore Formal Methodology is not necessary.

$$1+1+1+1+1+1 = 6$$

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

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

MBC objectives are to ensure this building can continue in service.

Project objectives should link to the high level Strategic Objectives as they specify what needs to be done to achieve them. Project objectives should be **SMART** (Specific, Measurable, Attainable, Relevant, Time bound)

This section should identify the business benefits to be achieved by doing the Project, both financial and non-financial.

They should also be linked to the objectives. These can include political, reputational, financial, developmental, learning etc.

Part D – Project Management

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

Repair and Refurbishment

Roof repair and internal refurbishments have been managed by MBC as a matter of course for many years and the works are within capabilities to manage. However, due to a loss of post Gleeds have been instructed to oversee the work.

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 –

There may be noise and access complaints received from the visitors to the Cemetery. Careful planning of the works in relation to booked services and the wildlife will be required.

Signage will be erected to confirm the works are being carried out.

Internal Stakeholders

Finance – None

Legal – None

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

D 3 - Communication Plan

- Report to Harry Rai and confirm position to the budget holder.
- Completion of the works so the budget can be updated accordingly

D 4 - Project Controls Needs completing

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 project will be overseen by Tom Shipman of Gleeds

Key Controls for Project Closure

The Project will be certified as complete by Gleeds and the Approver and Budget holder notified.

Appendix B2, – Standard Risk Management Template

Project Name: Chapel Works, repairs to roof and internal decoration improvements

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	Amber	DB	Leaking roof	Chapel unavailable				Inspection weekly	Temporary repairs in place	Bring forward work programme
2				•						
3				•						
4				•						
5				•						

Last updated: 4/2/14

Risk Number	This is the unique identification number given to each individual risk
Owner/project	Who is the risk owner and therefore responsible for ensuring the mitigation work is undertaken
Cause	This describes the existing, potential or perceived risk/threat to the project objectives
Consequence	The impact of the cause is often a chain of events that can impact on many stakeholders
Current score and original score	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.
Current mitigation	The existing measures that are in place to control /prevent the risk (risk mitigation)

Adequacy	An assessment on the suitability of the current mitigation measures (adequate, poor, good)
-----------------	--