

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

Title	W2W project
Author	H Rai
Approver	REEA/Programme Board
Owner	H Rai

A 2 - Project Organisation Structure

This section should describe the organisation, covering specific roles and responsibilities.

The main roles and responsibilities will include:

A 3 - Version history

Version	Date	Summary of changes	Changes marked

A 4 - Distribution

Name	Area

A 5 - References

Doc reference	Document title

Part B – Business Case, Project Background / technical issues

B 1 - General

The Wheels 2 Work (W2W) scheme, currently administered by Leicestershire County Council with Melton Borough Council as scheme partners, helps individuals overcome transport barriers that prevent them from accessing or maintaining employment or training, for example, young people living in rural areas or shift workers who do not have the use of a car or do not have convenient access to public transport.

The W2W scheme was launched in [date] and has provided vehicles including motor scooters and electric scooters to more than [x] number of people. Since then, the scheme has expanded to include a training and storage facility at the council's workshop unit [name of unit], Compulsory Basic Training (CBT), scooter servicing and maintenance as well as local transport advice.

Current Position

The Council has 148 scooters for hire. The latest situation is that 130 scooters are currently on hire. Approximately 40 applications were received last month and this is expected to rise over the summer months.

Based on the first year data applications peak in May to August and again in October. The key issue is that we are unable to meet current demand as all scooters are hired out. As such the W2W scheme proposes to purchase 45 scooters (25 replacements and 20 new) and a van to assist with the delivery and collection of scooters in fulfilment of the W2W programme.

The costs associated with purchasing capital items, including vehicles, will be met in full by the LSTF programme funding managed by Leicestershire County Council. The LSTF funds are administered by Leicestershire County Council as the managing authority of the W2W Scheme covering Melton Borough as Scheme partners.

B 2 –Service / Service / Function

Communities & Neighbourhoods

B 3 – Strategic fit

Wheels 2 Work has a current Capital budget balance of approximately £57k with a further £29k due in w/c 26/05/14, the programme is obliged to spend this money before the end of the financial year (all £86k) on scooters, we have currently brought scooters at a far lower cost than we had first anticipated and as such the correlation between revenue and capital is now miss matched, in essence we won't have the necessary revenue to cover the running costs of a further 60 scooters.

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B 4 - Options appraisal

Clients currently pay on average £12.50 a week for the use of a scooter and they can keep the vehicle for a period of up to six months. The emphasis is on helping people to get established in a job or on a training course and they are encouraged to make their own arrangements for transport in the longer term.

To this end, the scheme proposes to make available for purchase by the W2W clients the current stock 25 scooters and to work with local credit unions, for example, to arrange loans for clients to buy their moped at the end of the loan period if they wish to do so. This helps the client to save and to access a loan at a low interest rate and from a reputable source.

It is the view of Leicestershire County Council Scheme Manager that the purchase of proposed capital items is in accordance with the grant conditions and agreed vision for delivering the W2W programme.

Score 3+1+2+1+1+1=9

B 5 - Achievability

The W2W scheme has been on-going for over 6 years and vehicles have been purchased previously, so the project is achievable.

B 6 - Legal Issues (if applicable)

No legal implications identified

B 7 Specification

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B 8 - Financial Implications

<i>Cap / Rev</i>		
	£	Comment
Initial Costs	£86K	
External Funding	£86K	
Net Cost	£0	
Ongoing Savings		Running costs to be paid as part of external monies secured for projects.
Phasing		

The cost of the van is approximately £25k
 The cost of the new rolling stock approximately £26k
 The cost of the replacement rolling stock approximately £35k

B 9 – Project Scoring Matrix

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

The solution to this is, that we buy a van for the purpose of carrying the scooters to and from clients as well as repairs / emergencies; currently we provide our personal vans to cover this job, clearly further revenue will be saved by us not using our own vans.

The remainder of the capital money will be used to add a further 20 vehicles to our fleet, with the residual money a further 25 vehicles will be brought to replace the older stock we currently have, this rolling stock is not to be confused with scrap vehicles as they are perfectly functional but would be the next wave of vehicles to be retired in the future perhaps in a year's time.

These bikes will be offered to W2W users as they leave the scheme as a way of continuing to have affordable transport. Before the scooters are sold they will be given a full service and clean bill of health before the new owner takes possession of them, the bikes will be sold at trade prices to make them affordable, finance can if required be sort from the local dealers we use or from a credit union or similar.

Part D – Project Management

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

At this stage, it is difficult to estimate the future requirement for capital and revenue funding and this will need to be reviewed on an annual basis in light of the availability of funding from other sources, such as the Big Lottery Reaching Communities Fund and any changes in the level of need for the project's services.

An exit strategy for 2015 and beyond is being developed. The scheme will be monitored to ensure the effective use of resources and that the level of output is consistent with the available funding. More generally, this is part of a range of initiatives that is being developed by the Council [such as] to help increase and sustain local employment and training.

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 – Users of the service and employers

The Media – No major impact previous positive media coverage has been carried out.

Internal Stakeholders

Finance – Monies are available from the W2W budget for this project

Legal – No direct implications

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

D 3 - Communication Plan

Case Studies are being developed as the project has developed over the years resulting in positive media stories.

No specific communication plan is being developed for this purchase.

D 4 - Project Controls

Purchases will be in line with procurement rules and advice sought from the Welland procurement Unit.

This is not a new project and the team have developed good experience in regards to managing the W2W project.

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:

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)