

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	Melton Country Park Pavilion
Author	H Rai
Approver	
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

Following on from the Melton Country Park Pavilion Feasibility the business case , is to propose a project to replace the existing pavilion facility in the Country Park

B 2 –Service / Service / Function

Communities & Neighbourhoods

B 3 – Strategic fit

The existing pavilion is under-performing and not reaching its' potential to be a positive community resource. The responses have highlighted a local demand for an improved service within Melton Country Park. Whilst the park is evidently popular by way of attracting visitors, the facilities that are currently available within the park are limited and would benefit from redevelopment or intensive repair works. The feasibility report and additional consultation has clearly shown a need for the pavilion facility.

The local community and evidence demonstrates that this will create a community facility not only for sports and leisure but also community activities.

The project fits in with the corporate plan priorities around:

- Improving the well-being of vulnerable people
- Encourage people to take an active role in their communities.
- Increasing public confidence & pride in neighbourhoods
- Improve quality of life for people living in the most disadvantaged neighbourhoods

B 4 - Options appraisal

Redeveloping or improving the current facility would offer further opportunities to attract new users to the park and be appealing to a larger section of the local community. Currently the main users of the pavilion are the various local football groups who hire the pavilion as a changing and shower facility when using the sports pitches adjacent.

The feasibility Report and Property service views are that the current facility will need extensive costs to be repaired or refurbished.

The cost and health & safety implications determine that the existing facility will have to be demolished and cannot be salvaged for alternative use.

The public consultation questionnaire suggests a broader section of the community would be willing to use a pavilion facility if more services were on offer. Approximately 60% of the respondents suggested the pavilion facility was now in poor condition with a number of respondents suggesting the toilets in particular were in need of updating and more accessible more often

Preferred Option-

A larger (2 changing room capacity) modular building with a small community use facility room.

B 5 - Achievability

The project itself is quite simple and will require a procurement process securing a suitable contractor to build the new facility.

Officers will also carry out further work with a view to securing a suitable sports or otherwise social enterprise to manage the facility.

The score from the Project scoring Matrix is 10

B 6 - Legal Issues (if applicable)

The legal issues at this stage will relate to the contract the Council enters into for the build works.

B 7 Specification

2 team changing room with officials changing, small kitchen and separate accessible toilet and small clubroom	20m X 7.5m	
Small secure storage unit	3m X 2.4m	
Accessible toilet, kitchen and social area	10.5m X 3.5m	

B 8 - Financial Implications

<i>Cap / Rev</i>		
	£	Comment
Initial Costs	210,000	£40,000 (communities Facilities Grants) £170,000 Special Expenses Reserves Officers will also take into account relevant s106 monies secured.
External Funding		
Net Cost	210,000	
Ongoing Savings		
Phasing		

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

$$3+1+2+1+2+1 = 10$$

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 small scale public and stakeholder consultation undertaken as part of this study has suggested that there is a clear need to replace or substantially improve the existing pavilion facility at the Melton Country Park.

Redeveloping or improving the current facility would offer further opportunities to attract new users to the park and be appealing to a larger section of the local community. Currently the main users of the pavilion are the various local football groups who hire the pavilion as a changing and shower facility when using the sports pitches adjacent.

The public consultation questionnaire suggests a broader section of the community would be willing to use a pavilion facility if more services were on offer. Approximately 60% of the respondents suggested the pavilion facility was now in poor condition with a number of respondents suggesting the toilets in particular were in need of updating and more accessible more often.

Part D – Project Management

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

There no major risk associated with this project, but it will rely on a good specification so that the new facility meets the needs of the community and delivers the outcomes identified.

D 2 - Key Stakeholders

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

The key stakeholders on this project are the local community and central services. The project is led by officers in Communities & neighbourhoods..

Please also note outcome of recent consultation exercise that was carried out from local residents and the website.

An Equalities Impact Assessment has been completed for this project. There is some impact in relation to ensuring that the facility is open and accessible to all groups and some of the mitigation will be around the design and flexibility of the facility i.e. changing room accessibility, official's room in addition marketing and promotion of the facility will be wide and in some cases targeted to groups

Internal Stakeholders

Finance – Finance have been involved in discussions to ensure adequate funding is available for this project. The property section of central services supports the preferred option.

Legal – There has been no legal discussions to date, however, they will be consulted during the procurement process.

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

D 3 - Communication Plan

A formal press release will be issues subject to member's decision and during the development stage a regular media briefing will be issues.

Once completed a formal opening ceremony will take place.

D 4 - Project Controls

The build project will be managed through the Council's project management process and highlight reports produced at relevant intervals.

A closing report will be produced at the completion of the 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	amber	HR	Project costs exceed budget	<ul style="list-style-type: none"> Increase in cost 	C2	C2	same	Robust procurement	good	To monitor
2				<ul style="list-style-type: none"> 						
3				<ul style="list-style-type: none"> 						
4				<ul style="list-style-type: none"> 						
5				<ul style="list-style-type: none"> 						

Last updated:

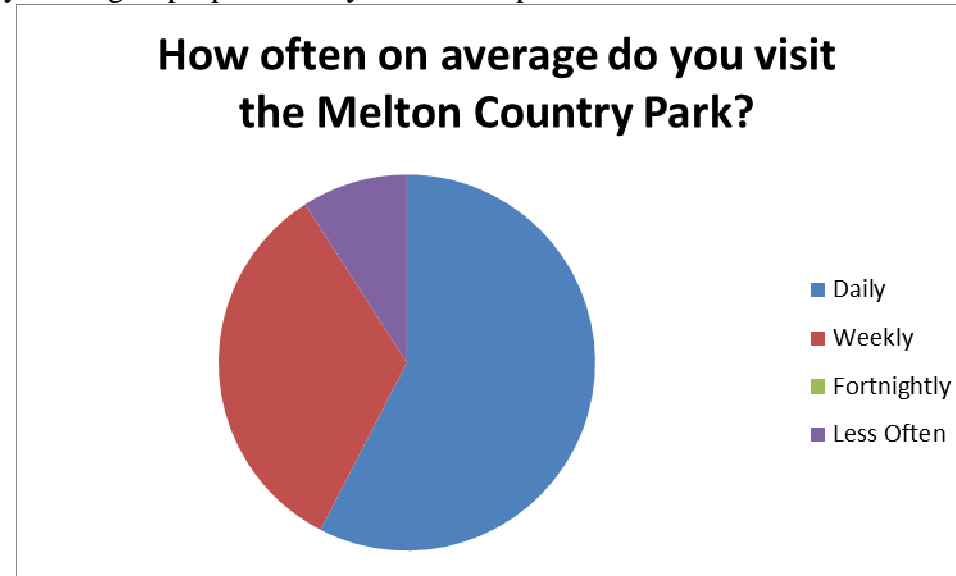
Risk Number	This is the unique identification number given to each individual risk
Owner/project	Who is the risk owner and therefore responsible for ensuring the mitigation work is undertaken
Cause	This describes the existing, potential or perceived risk/threat to the project objectives
Consequence	The 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)

Park Pavillion Feasibility Study

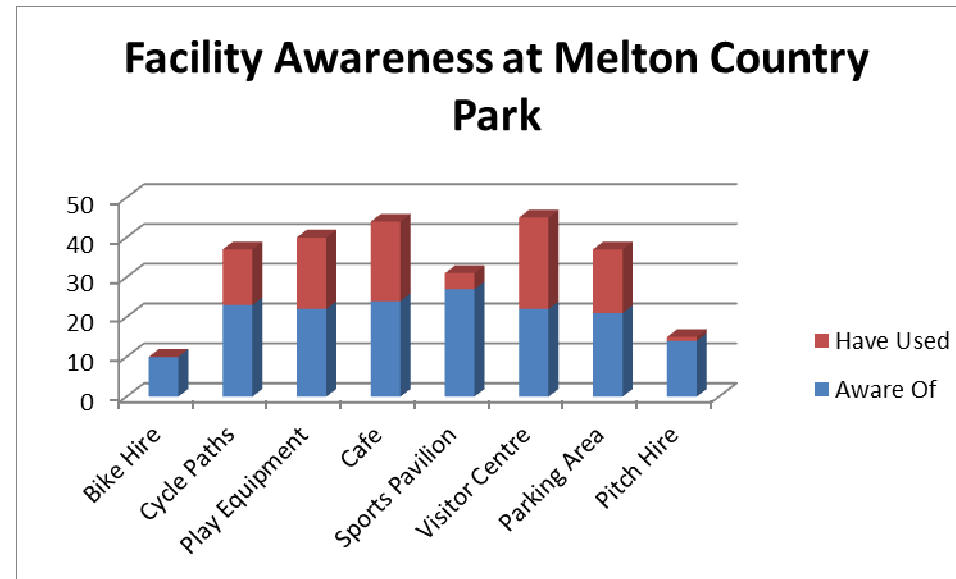
Melton Borough Council has received 34 responses from local residents in relation to the Park Pavillion Feasibility Study

Here is what you told us:

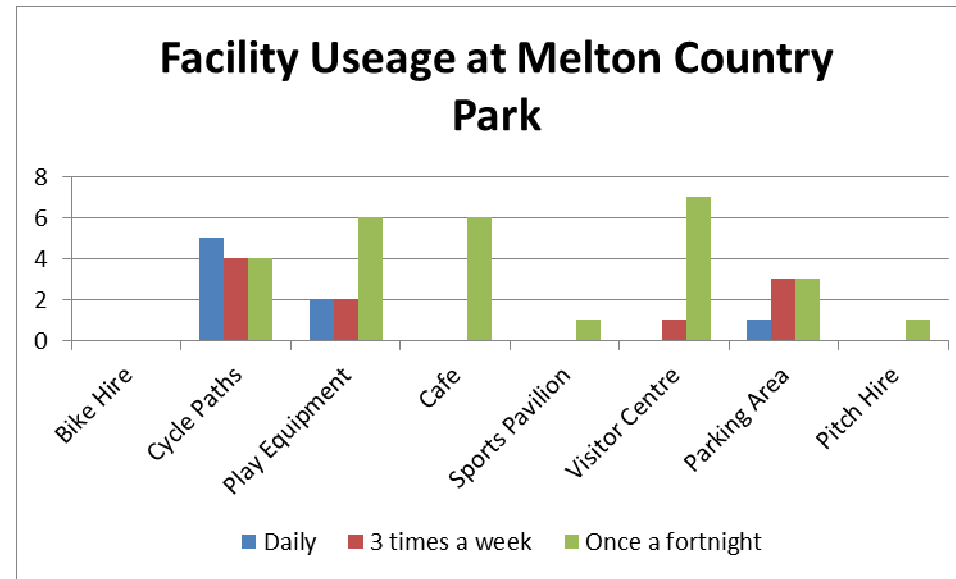
Of those who took part in the study the largest proportion of you used the park and its facilities



Whilst most of you were aware of most of the facilities, Pitch hire and Bike Hire was difficult to find information about and as such was not used by you the most popular facilities were the Café and Visitors center.



Cycle paths had the highest daily usage and were popular with members of the community on a regular basis where the Café, Play equipment and Visitors center were more popular on a fortnightly basis. You were happy to spend up to £10 pounds whilst using the parks facilities.



70% of those who completed our questionnaire believe there is a need for a new pavilion at your country park with over 64% of you supporting a new build .

When asked what you believed should be considered as part of a new build facility at the country park there was an overwhelming desire to provide community based projects and services. Top of the list Coffee shop, Community Centre and Nature /Education Centres



Thank you for your feedback. You have provided us at the council invaluable information around the proposed new development, below is some of the key themes that you told us about in relation to your Country Park and what is of importance to you.

changing childrens country dog dont encourage enough
 equipment facilities far football foul live love needs night
 park older particulary paths pavillion people play please
 poor prevent redwood rooms route shrubs summer tarmac teams teenagers trees ugly
 updating visitors walk years