

## **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>	Working Dog Sculptures
<b>Author</b>	Donna Bradbury
<b>Approver</b>	Corporate Policy Manager
<b>Owner</b>	Harry Rai

### A 2 - Project Organisation Structure

The Corporate Policy Manager will oversee the project. The Project Support (Funding Officer) will communicate with suppliers, relevant officers and Members, oversee the works and ensure completion of the works.

### 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

#### Background

A bronze sculpture of a German Shepherd dog was installed on 2 December 2013 in the middle of the Heritage Gardens at Melton Borough Council. The sculpture was installed to mark the courage and dedication of all working dogs and their handlers. Military dogs have been trained in Melton Mowbray since 1946. The Civic Society, Defence Animal Centre, Melton in Bloom and MBC have all worked together in partnership to bring about this vision.

Lloyd LeBlanc (an internationally renowned artist) was commissioned to create the sculpture. This business case is to explore the possibility of bringing the original vision to life. The original vision was to install 3 working dogs (German Shepherd, Labrador and Springer Spaniel). Revised visuals to follow.

### B 2 –Service / Service / Function

Communities and Neighbourhood.

### B 3 – Strategic fit

- Providing an attractive focal point for the Heritage Gardens
- Recognising and celebrating Melton’s heritage and supporting the armed forces.

### B 4 - Options appraisal

If funding isn’t available for the remaining dogs the project will be delayed or not able to go ahead.

### B 5 - Achievability

The 2 remaining dogs would take approximately 20 weeks from being commissioned to being installed. Please see details below :-

- Artist to create sculpture in clay (6-8 weeks)
- Panel to approve clay sculpture – certain alterations possible at this point (2-4 weeks)
- Clay sculpture is then moulded and then cast into bronze (6-8 weeks) and installed.

The artist provided the first sculpture at a significant discount and the 2 remaining dogs would not be able to priced at such a discount due to wanting to contribute to the Town's heritage.

The artist has estimated a cost of £10,800 + vat for the Labrador and £9,400 + vat for the Springer. It has been suggested by the artist to mount the Labrador from the ground with the Springer on a stone plinth half the height of the one for the German Shepherd (see Appendix).

The cost of the foundations and plinths £3,500 (foundations did not need to be dug on the first sculpture. Price for the 2 new bases includes digging 2 sets of foundations.

Total £ 23,700.00 (exc VAT).

This is more than the original budget of £20K allocated to the project, however, from original quotes obtained still the cheapest quote for 3 dogs obtained last year. Members are asked to consider whether they accept this cost and consider that this additional cost be apportioned equally between MBC monies and external monies..

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

No legal issues have been identified.

**B 7 Specification**

### B 8 - Financial Implications

Sculptures - £20,200 + VAT.  
Stone Plinths – tbc

### B 9 – Project Scoring Matrix

<b>Scoring – for your project – calculate the points</b>			
<b>Criteria</b>	<b>1 Point</b>	<b>2 Points</b>	<b>3 Points</b>
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

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

Project score – 9

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 3 sculptures will provide a focal point for the Heritage Garden.

## Part D – Project Management

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

Vandalism or theft – the current sculpture is included on the Council’s insurance policy. Any new sculptures would need to be included on the Council’s insurance policy.

### D 2 - Key Stakeholders

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

Media and general public – there will be a high level of interest in the project due to the location of the sculptures. There will need to be on-going communication with the media through press releases etc..

Finance and Property are aware of the scheme.

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

### D 3 - Communication Plan

Press releases will be issued at key stages within the project and social media will be utilised to help people to keep informed on the progress.

#### **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 Council's Corporate Policy Officer will directly oversee the project.

## Appendix B2, – Standard Risk Management Template

Project Name: Working Dog Sculptures

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		Vandalism/theft	<ul style="list-style-type: none"> <li>Reputational issues for the Council</li> </ul>						
2				<ul style="list-style-type: none"> <li></li> </ul>						
3				<ul style="list-style-type: none"> <li></li> </ul>						
4				<ul style="list-style-type: none"> <li></li> </ul>						
5				<ul style="list-style-type: none"> <li></li> </ul>						

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)
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