

## **APPENDIX A**

### **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>	Community Facilities Grant- Bottesford FC Pavilion
<b>Author</b>	H Rai
<b>Approver</b>	
<b>Owner</b>	H Rai

### A 2 - Project Organisation Structure

Bottesford FC were formed in the 1950's under the name of Bottesford St Mary's FC and became Bottesford FC in 2000 when the club's adult and junior sections merged after previously being run as separate entities.

### A 3 - Version history

Version	Date	Summary of changes	Changes marked
1	03/07/16		

### A 4 - Distribution

Name	Area
PFA	

### A 5 - References

Doc reference	Document title

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

### **B 1 - General**

Bottesford FC are looking to construct a community sports pavilion that will consist of a 4 x changing rooms, 2 x officials rooms, a multi - functional community room with kitchen / servery, toilet provision and storage. This facility will accompany the existing grass pitch provision at Nottingham Road.

### **B 2 –Service / Service / Function**

*Communities' & Neighbourhoods*

### **B 3 – Strategic fit**

*The project clearly has links into:-*

- Helping to provide homes and environments that meet local needs.
- Promoting equality of opportunity and encouraging strong, healthy and resilient neighbourhoods.
- Enabling the most vulnerable to overcome disadvantage in order to live independent lives.
- 

### **B 4 - Options appraisal**

Currently Bottesford FC operates at additional sites in conjunction with their Nottingham Road site. The project will enable Bottesford FC to operate from one site with the football club funding the expansion of Nottingham Roads grass pitches into an adjacent farmer's field to accommodate all the clubs teams. Bottesford FC has an opportunity to fulfill the clubs long term ambition in achieving a new purpose built sports and community facility that will be hugely beneficial to the football club and the local community.

The proposed development will see the site become fully accessible to the local community and with the proposed community room provision at the site, Bottesford FC will be able to provide a variety community based activities for the local and wider community to enjoy.

### **B 5 - Achievability**

*The organisation has completed a detailed Community Facilities Grant which is attached as Appendix B.*

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

None have been identified for MBC; this project is for an award of a grant.

**B 7 Specification**

Please see Community Facilities Grant form at Appendix B

## B 8 - Financial Implications

<i>Cap / Rev</i>		
	<b>£</b>	<b>Comment</b>
<b>Initial Costs</b>	<b>564,348</b>	<b>Total project costs</b>
<b>External Funding</b>	<b>507,348</b>	<b>Football Foundation</b>
<b>Net Cost</b>	<b>32,000</b>	<b>Bottesford FC</b>
<b>Ongoing Savings</b>		
<b>Funding sought from MBC</b>	<b>25,000</b>	<b>A Communities facility grant (large)</b>

## 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>
<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>

Score= 3+2+2+1+1+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 proposed development will see the site become fully accessible to the local community and with the proposed community room provision at the site, Bottesford FC will be able to provide a variety community based activities for the local and wider community to enjoy.

Bottesford FC has been proactive in gaining community support for the project ensuring that the community’s needs are met.

## Part D – Project Management

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

Financial Risk	Actions to mitigate against
Bottesford FC have very successfully secured considerable external funding for this project and discussions with the main contacts have indicated that the Club is able to deliver the project within budget and in the timescales.	Officers, subject to members decision will be monitoring progress of the Pavilion development, to ensure MBC funds are appropriately used.

## 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 project primarily is around users of the new Pavillion, however, there will be potential for other groups to use the facilities.

The Media – A successful project will attract good media coverage.

### **Internal Stakeholders**

The project is being led by Bottesford FC and therefore there is limited internal stakeholder involvement.

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

## D 3 - Communication Plan

Officers in C&N will however, monitor progress of the project. And when completed work with the organisation to maximise usage.

**D 4 - Project Controls**

*Regular monitoring/communication with the Organisation to track progress.*



## 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)