

APPENDIX A
Project Documentation

Caretakers Van

Incorporating business case, project brief and project management document

Please complete all sections for new projects:

Part A – Document Control

Part B – Business Case, Project Background and technical issues

Part C – Project Brief

Part D – Project Management Document

Version no: 2

Date: 29.04.2016

Part A - Document Control

A 1 - Key personnel

Title	Project Initiation Document
Author	David Blanchard
Approver	David Scott
Owner	David Blanchard
A 2 - Project Organisation Structure	
The project manager will be David Blanchard responsibilities will include placing the contract, ensuring communications to user, delivery dates, disposal of current van at full market value.	

A 3 - Version history

Version	Date	Summary of changes	Changes marked
2	29.04.16	Changes & comments made by Dawn Garton	No

Business Case for the replacement of The Caretakers Van

April 2016

B 1 - General

A project mandate dated 24/09/15 was approved for inclusion in 2016/17 Capital Programme in the sum of £13,000. The current van was purchased in 2008 and has done 90,000 miles.

B 2 –Service / Service / Function

The Van is required for trips around different Council owned properties, used for deliveries, minor repairs, transporting staff and site inspections.

The van is well looked after by the main driver & a recent MOT and service showed up potential future problems with the CAM belt, oil leaking and a tyre. It has recently been fitted with a tracker that will need to be transferred.

Prices for replacement vans are in the region of £13k and using CCS fleet portal website the Council can acquire a Ford Transit 1.6 litre diesel , frozen white van for just over £11k benefitting from a 33% discount. Therefore this is the likely route of purchase.

B 3 – Strategic fit

The replacement strategy is for purchase rather than leasing and this is the established strategy used by the Council.

B 4 - Options appraisal

Continue to use existing van for another year –not recommended due to potential issues identified by mechanic during MOT & service Leasing – Based on previous analysis this is not the policy adopted by the council
New purchase- 33% discount makes this an excellent option

The Corporate Property Officer in consultation with the Head of Central Services to acquire a Ford Transit 1.6 litre diesel van (or similar model) and will dispose of the existing 8 year old Citroen Belingo van at full market value.

B 5 - Achievability

This can be achieved.

B 6 - Legal Issues (if applicable)

The van needs to be road worthy and pass the MOT

B 7 Specification

Ford transit connect or similar, looking for same capacity as Citroen Belingo with better fuel consumption /mileage ratio.

B 8 - Financial Implications

Capital

	£	Comment
Initial Costs	£13,000	Expected to come within or below budget and also re-sale value for the existing van
External Funding	-	-
Net Cost	-	-
Ongoing Savings	-	-circa £500 per annum on fuel consumption
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
TOTAL	a?	b?	c?
OVERALL SCORE	2+1+1+1+2+ 1		

Highlight the relevant column against each row to provide a total score

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 B – 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.

B 1 - Project Objectives, outcomes and benefits

By doing this project we are ensuring that the vehicles MBC owns are fit for purpose and MBC achieves optimum value for money. We also aim to keep running costs such as fuel consumption, road tax and annual maintenance costs to a minimum.

Part C – Project Management

C1- Project Plan, (appendix B1 below), Risks/Contingency Plans/Exit Strategy (appendix B2 and guidance notes at B3 below)

This is a straight forward project, the risks of not replacing the van is that annual maintenance costs will increase significantly & capital depreciation of the asset increase.

C 2 - Key Stakeholders

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

External Stakeholders

General Public - Expect value for money & prudence ,also Council to have vehicles that are safe & roadworthy.

Internal Stakeholders

Finance –Ensuring value for money is achieved through keeping capital investment to a minimum and ensuring low running costs and an ability to forecast annual costs..

Employees driving the van –safety.

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

C 3 - Communication Plan

End of project report to programme board.

