



## PROJECT MANDATE

---

**Project name** Xmas Lighting scheme

---

**Release** /Final  
Date: 24 August 2010

---

### PRINCE2

<b>Author:</b>	H Rai
<b>Owner:</b>	H Rai
<b>Client:</b>	
<b>Document Number:</b>	

---

---

## Document History

---

**Document Location**

This document is only valid on the day it was printed.  
The source of the document will be found in the Control section of the Project File.

---

**Revision History**

Date of next revision:

Version Number	Revision date	Previous revision date	Summary of Changes	Changes marked
1	24/08/10			

---

**Approvals**

This document requires the following approvals.  
Signed approval forms are filed in the project files.

Name	Signature	Title	Date of Issue	Version
REEA			08/09/10	

---

**Distribution**

This document has been distributed to:

Name	Title	Date of Issue	Version
REEA		08/09/10	

---

## Purpose

---

The information in a Project Mandate is to trigger the process Starting-up a Project. It should contain sufficient information to identify at least the prospective Executive of the Project Board and indicate the subject matter of the project.

---

## Contents

*A Project Mandate could cover, for example, the following topics. There may be other unique criteria for a specific project.*

<b>Topic</b>	<b>See Page</b>
Responsible authority	2
Background	3
Project objectives	3
Scope	3
Constraints	3
Interfaces	3
Customer's quality expectations	3
Outline Business Case (reasons)	4
Project tolerances	4
Reference to any associated documents or products	5
An indication of who are to be the Executive and Project Manager	5
The customer(s), the user(s) and any other known interested parties	5

---

## Responsible authority

Melton Borough Council

---

**Background**

The Melton Christmas Lighting Scheme was manufactured and installed in December 2001 on a 7 year lease. We purchased the scheme off the leasing company in 2008/09. We have been updating, refurbishing and replacing the scheme over the past 2 years with external funding as Christmas Lights only have a recommended shelf life of 5 to 7 years.

The main cross street lights found in Park Lane, Nottingham Street, High Street and Market Place (12 in total) are the last lights to be replaced are now 8 years old. We have been advised that maintenance costs for this year for these remaining lights will be approximately £1000. We have been advised that these 12 units are nearing their shelf life and are beginning to show stress fractures on the aluminum frames. They will no longer be viable to safely use in 2011/12.

Cost of replacing these units new would be approximately £1850.00 + vat each  
Total of £22,200.00 + vat

**Project objectives**

To purchase quality Xmas lights at a discounted rate and at the same time release cashable savings on an on-going basis.

**Scope**

Replace out of date lighting demonstrating vfm.

**Constraints**

Need to ensure lights purchased compliment the existing and add value to the town.

**Interfaces**

The lights purchased need to fit existing cvenenary wires to avoid extra infrastructure work.

**Customer's quality expectations**

To enhance the xmas lights in the town.

**Outline  
Business Case  
(reasons)**

We have been offered 12 large cross street displays that have been used 3 times. These units would be supplied completely re-wired and tested with new led rope lighting and junction boxes. The aluminium framework on these units are in excellent condition and have a good 5 years life expectancy. The led lights would reduce electricity consumption from our existing bulbs.

The features are made up of two full sized units fixed end to end to produce a spectacular 20 feet wide display (we would actually be purchasing 24 individual units which could be deployed separately as column mounted displays if required at some time in the future). The features are modern and in line with the new schemes on Burton Street & Sherrard Street.

***Units to Be Replaced:***

Park Lane	3 Units
Nottingham Street	5 Units
High Street	2 Units
Market Place	2 Units
 Total:	 12 Units

**Project  
tolerances**

To purchase lights whist still offered at discount rate.

**Reference to  
any associated  
documents or  
products**

Town centre Priority Action Plan- vitality and viability of Melton Mowbray

**An indication  
of who are to  
be the  
Executive and  
Project  
Manager**

Executive- H Rai  
Project Manager- Lisa Hammond

**The  
customer(s),  
the user(s)  
and any other  
known  
interested  
parties**