

Capital Gateway Project Monthly Monitoring Form

October

A Capital Project

A
Capital
Code



Project Manager		2014/15					Date Form Required	15-Nov-14
A Project Manager		Last Month	Current Month				Latest Annual Budget	Cumulative Spend
Progress Assessment Score for the Period		0.00	6.61				£ 150,000	£ 122,000
Individual Scores (from -2 to +2)		Applicable	Score					
Feasibility (Gateway 0)		0	0					
Bid Approval (Gateway 1)		7	2					
Initiation and Procurement (Gateway 2)		6	2					
Contract Award and Delivery (Gateway 3)		4	2					
Monitoring (Gateway 4)		5	1					
Completion (Gateway 5)		6	0					
Scoring Key				Score				
Unlikely Will be Completed				-4				
Encountering Difficulties				-2				
Neutral				0				
Progressing				2				
Complete				4				
Feasibility (Gateway 0)		Applicable	Score	Comments	Actions	Who	When	
1 The Project is in line with Council objectives		N	0					
2 Initial consultant and investigation costs identified		N	0					
3 Project Client has been assigned		N	0					
4 Initial cost estimate		N	0					
5 Outline Project Brief prepared		N	0					
6 Key benefits identified		N	0					
7 Major Risks have been identified		N	0					
Bid Approval (Gateway 1)		Applicable	Score	Comments	Actions	Who	When	
1 The Project is in line with Council objectives and scored		Y	4					
2 Full Project Brief prepared		N	0	request for project already approved.	None.			
3 Project Client identified		Y	4					
4 Project Manager identified		Y	4					
5 Full Capital and Revenue breakdown of costs prepared		Y	4					
6 Project governance structure agreed		Y	4					
7 Internal Resources identified		Y	4					
8 External consultants identified		N	0	Not required.	None.			
9 Procurement methodology identified		Y	4					
Initiation and Procurement (Gateway 2)		Applicable	Score	Comments	Actions	Who	When	
1 Budget has been allocated (Council Approval)		Y	4					
2 Full PID prepared and approved by CAMAC		N	-2	This being undertaken retrospectively and as such not had CAMAC approval as yet.	PID prepared and submitted to Monitoring Group for approval onto CAMAC.	PM	17-Nov-14	
3 Actual project costs completed - both capital and revenue		Y	4					
4 Risk register populated and completed		Y	4					
5 Successful contactor identified		Y	4					
6 Procurement methodology signed off by the procurement team		Y	4					
Contract Award and Delivery (Gateway 3)		Applicable	Score	Comments	Actions	Who	When	
1 Full budget released		Y	4					
2 Contract placed		Y	4					
3 On site management team in place		Y	4					
4 All relevant permissions in place		Y	4					
5 Project Plan prepared		Y	-2	Not prepared as yet.	Will have to prepare a Project Plan detailing project's critical events.	PM	17-Nov-14	
Monitoring (Gateway 4)		Applicable	Score	Comments	Actions	Who	When	
1 Project Budget profiled on Agresso in line with Project Plan		Y	-2	Given Project Plan isn't completed as yet the profiling of the budget on Agresso is as yet unfinished.	Once Project Plan is complete, profiling will be undertaken.	PM/Management Accountant	17-Nov-14	
2 Project spend within approved budget		Y	4					
3 Project will be spent in accordance with profiled budgets		Y	4					
4 Project scope unchanged		Y	4					
5 Project Manager completing monitoring reports monthly		Y	4					
Completion (Gateway 5)		Applicable	Score	Comments	Actions	Who	When	
1 Final account agreed		Y						
2 All defects attended to under the contract		Y						
3 No outstanding claims		Y						
4 Project Closure Statement completed by Project Manager		Y						
5 Project Closure Statement approved by CAMAC		Y						
6 Scheme has achieved initial business case objectives		Y						

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EXAMPLE

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