

# 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
<b>Individual Scores (from -2 to +2)</b>		<b>Applicable</b>	<b>Score</b>				
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				
<b>Scoring Key</b>							
Unlikely Will be Completed						-4	
Encountering Difficulties						-2	
Neutral						0	
Progressing						2	
Complete						4	
<b>Feasibility (Gateway 0)</b>		<b>Applicable</b>	<b>Score</b>	<b>Comments</b>	<b>Actions</b>	<b>Who</b>	<b>When</b>
1	The Project is in line with Council objectives	Y	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				
<b>Bid Approval (Gateway 1)</b>		<b>Applicable</b>	<b>Score</b>	<b>Comments</b>	<b>Actions</b>	<b>Who</b>	<b>When</b>
1	The Project is in line with Council objectives and scored	Y	4				
2	Full Project Brief prepared	N	0	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	Y	4	Not required.	None.		
9	Procurement methodology identified	Y	4				
<b>Initiation and Procurement (Gateway 2)</b>		<b>Applicable</b>	<b>Score</b>	<b>Comments</b>	<b>Actions</b>	<b>Who</b>	<b>When</b>
1	Budget has been allocated (Council Approval)	Y	4				
2	Full PID prepared and approved by CAMAC	Y	-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 contractor identified	Y	4				
6	Procurement methodology signed off by the procurement team	Y	4				
<b>Contract Award and Delivery (Gateway 3)</b>		<b>Applicable</b>	<b>Score</b>	<b>Comments</b>	<b>Actions</b>	<b>Who</b>	<b>When</b>
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
<b>Monitoring (Gateway 4)</b>		<b>Applicable</b>	<b>Score</b>	<b>Comments</b>	<b>Actions</b>	<b>Who</b>	<b>When</b>
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				
<b>Completion (Gateway 5)</b>		<b>Applicable</b>	<b>Score</b>	<b>Comments</b>	<b>Actions</b>	<b>Who</b>	<b>When</b>
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					

EXAMPLE

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