

Project Brief

Project Title: [Insert Project Title]

Date: [insert date document issued]

Sponsor: [Insert name of Project Client/Sponsor]

Project Manager: [Insert name of Project Manager]

Lead Officer [Insert name of Lead Officer – where project is being run by an external partner]

Responsible Programme: [Insert the name of the Responsible Programme]

Version No: 0.1

[Guidance on Version Control:

- The first draft will be 0.1.
- Each re-drafted version will be 0.2, 0.3 etc.
- Once submitted to the Board for approval it will be version 1.0 and any amendments after submission will be 1.1, 1.2 etc.

Once the amended document is approved by the Board it will be 2.0.]

Approvals:

1. [list the names of Boards or persons this document is being submitted to for formal approval]
- 2.

Project Brief

1 Background

[Explain the context of the project and why it is needed. If this project is intended to be part of a wider programme, indicate how it will support the programme's objectives.]

2 Project Objectives

2.1 Business Objectives

[Indicate how this project will support the programme's objectives and the Corporate Priorities]

2.2 Project Objectives

[What is the project required to achieve? Express these, wherever possible in specific, measurable, achievable, realistic, and time-based terms]

3 Project Scope and Exclusions

[What is outside the remit of the project?]

4 Constraints

[Describe the constraints, within which the project must operate, e.g. statutory requirements, business continuity considerations, restrictions on time, resources, funding and/or the eventual outcome, dependencies on other projects etc.]

5 Authority

[List the names of the persons/s accountable for the delivery of this project.]

Name	Role	Signature	Date

6 Costs

[Please provide a description of the costs associated with the project (figures will be listed in section 9 below). This should include expenditure items as well as non-financial resources such as staff time (quantified in hours/days).]

7 Project Approach

[Describe the approach for delivering the project.]

8 Procurement Route

[Consider, with advice from Procurement and referring to Procurement rules, the required supply for services or goods.]

9 Project Options

[List any options for delivering the project that have been considered or will need to be considered. Please identify a preferred option if one has been selected at this point.]

9.1 Project Benefits

[List the key improvements the project is expected to bring about. Express these wherever possible in specific, measurable, achievable, realistic, and time-based terms. Any financial benefits should also be listed in section 5.]

10 Outline Business Case

Capital

	b/fwd	2016/17	2017/18	2018/19	2019/20	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Total Capital Project Costs						0
Funding:						
Usable Capital Receipts						0
Develepers Cont's						0
CIL						0
Capital Grants						0
S106						0
Borrowing						0
Other						0
Total Funding						0

On-going Revenue Implications

	Part Year	Full Year
	£'000	£'000
<u>Expenditure</u>		
Employees		
Premises		
Transport		
Supplies and Services		
Other		
<u>Income</u>		
Income		
Total Net Revenue Implications	0	0

10.1 Project Deliverables

[List the required deliverables/products that the project must create or acquire]

Capital Project Scoring Guidance

[Use the following guidance to indicatively score your project]

Budget Prioritisation - Scoring Guidance Capital Bids	
Criteria	Scoring Method
Contribution to Corporate Priorities	Score each one out of 10 based on the contribution made to each of the Council's 7 corporate objectives, where: 10 = Very High (Major contribution to 2 or more Key Outcomes) 8 = Medium to High (Major contribution to 1 Key Outcome) 6 = Medium (Some contributes to 2 or more Key Outcomes) 4 = Low to Medium (Some contributes to 1 Key Outcome) 2 = Low (Indirectly supports at least 1 Key Outcome) 0 = None (No connection to Key Outcomes)
Statutory/Non Statutory	This score adds a weighting to services/bids which have a statutory element: Score 5 points where the project is a statutory requirement Score 3 points for services that are based on statutory duties but where there is some degree of discretion about how the function is carried out Score 0 points for services where the Council can exercise complete discretion.
Small scheme weighting	This score adds a weighting to lower value bids Score 4 points for schemes under £50,000. Score 2 points for schemes £50,000 - £99,999. Score 0 points for schemes costing £100,000+.
Funding Available	This score adds a weighting for schemes that have earmarked funding available and/or have an ability to attract external funding e.g. grant aid or generate capital receipts: Score 0 additional points where there is no funding identified. Score additional 2 points where up to 50% external funding is available. Score additional 4 points where 51%-99% external funding is available. Score 10 points where 100% external funding is available.
Revenue Implications	This assesses the Capital Bids in regard to whether there are any resulting revenue implications: Score 10 points where there is income generated or revenue savings achieved. Score 4 points where there are No additional revenue implications. Score 2 points where there are revenue costs but funding is already in place. Score 0 points where there are additional revenue costs with no funding identified.
Risk Factor	This score adds a weighting to bids based on a risk assessment of not undertaking the capital scheme: 10 = Very High Risk (Complete loss of statutory service) 8 = High Risk (Partial loss of statutory service, complete loss of discretionary service) 6 = Medium Risk (Partial loss of discretionary service, worsening statutory service) 4 = Low Risk (Deterioration in services, more complaints) 2 = Very Low Risk (No improvement in customer satisfaction levels) 0 = No Risk (No discernable impact foreseen, low levels of complaint continue)
Priority Level	This is the total score across all criteria.

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