

# Capital Gateway Project Monthly Monitoring Form

October

A Capital Project

A  
Capital  
Code



Appendix C

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>		<b>Score</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		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				
<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 contactor 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					

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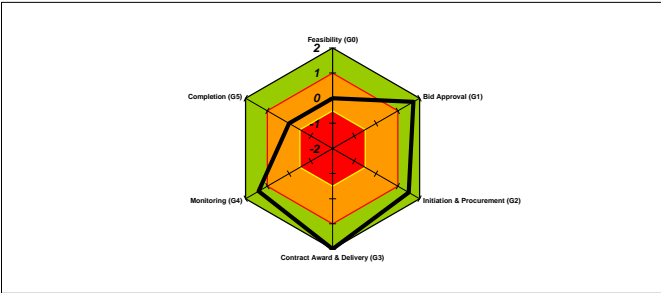












**Delivery**

Feasibility (G0)	2	1	-0.5	-2	0.00
Bid Approval (G1)	2	1	-0.5	-2	1.71
Initiation & Procurement (G2)	2	1	-0.5	-2	1.50
Contract Award & Delivery (G3)	2	1	-0.5	-2	2.00
Monitoring (G4)	2	1	-0.5	-2	1.40
Completion (G5)	2	1	-0.5	-2	0.00