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| **Project Initiation Document (PID)** | |
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| Project Name | Project Number |
| Release date. | Capital Plan Ref.: Enter URN |
| **Document Author** | Enter Name |
| **Project Director** | Enter Name |
| **Project Champion** | Enter Name |
| **User Coordinator(s)** | Enter Name(s) |
| **Senior Supplier** | Enter Name |
| **Accountable Body** | Enter Relevant Body |
| **Executive Summary** | |
| Please enter a short summary of the proposal here which should include:  i. Why the project is needed  ii. Where the project will be located  iii. The stakeholders  iv. What the project will deliver  v. The benefits of the project  vi. Whether the project is listed in the Capital Plan  vii. Please also give details of the approval which is sought to include total project cost, College funding requested, and project phase information.  viii. Anticipated and confirmed funding streams  Please limit this summary to the space on this page | |
| **Financial approval requested now** | Enter (£) Figure |
| **Approval sought to phase** | Enter Project Stage/Phase |
| **Phase start / end** | Date Format MM/YYY |
| **Project start / end** | Date Format MM/YYYY |

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| 1. **PROJECT SUMMARY** | |
| **Net Present Value of Investment** | Enter (£) Figure here |
| **Initial Capex Investment** | Enter (£) Figure here |
| **Total College Funding Required** | Enter (£) Figure here. |
| **Internal Rate of Return (if applicable)** | Click here to enter text. |
| **Payback Year (if applicable)** | Enter Year |
| **Financial Start / End Dates** | Date Format MM/YYYY |
| **Comments on the above (if applicable)** | |
| Please note, for example, if the figures are estimated. Please indicate any assumptions | |

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| **Funding authorised to date** | | |
| **Description** | **Amount** | **Source and Date** |
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| **Funding Source** | | |
| **Funding Source** | **Amount** | **Confirmed?** |
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| **Project Plan** | | |
| **Phase** | **Dates** | **Main deliverables at phase conclusion** |
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| 1. **PROJECT HISTORY** |
| Please explain if this, or a related project, has been considered by CAB or CERC previously. Please give details of project progress to date, to include information about the scope and conclusions of any Feasibility Studies. |

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| 1. **PROJECT DEFINITION** |
| **Location** |
| Please describe where the project will be located. |
| **Expected Deliverables** |
| Please describe the tangible facilities / services / space etc. that this project / phase will deliver. Please include figures if available to contrast square footage or space utilisation, for example, before and after |
| **Interfaces** |
| Please give details of any connections with existing or pipeline projects |
| **Exclusions** |
| Please explain if anything has been excluded from the scope of the project / Feasibility Study |
| **Key Performance Indicators** |
| How will the success of the project be measured? |

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| 1. **BUSINESS CASE** |
| **Project Need** |
| Please describe the need or opportunity which has triggered the project. |
| **Stakeholders** |
| Please explain who will be affected by this project, either positively or negatively. Please explain how they have been consulted |
| **Benefits** |
| Please explain the benefits the project delivers and how these accord with the Faculty / Support Service Division’s strategic objectives. |
| **Financial Benefits** |
| Please explain any financial benefits identified. Examples may include cost savings, additional research or fee income, or reduced facilities management costs. Please reference the numerical data from the appraisal spreadsheet to support your reasoning. |
| **Prioritisation and Strategic Justification** |
| Please explain why the proposed project is a strategic priority for the Faculty / Department / Division. Please place the project in the context of other pipeline projects. Please explain how the proposed is the best solution available with particular regard to:  i) The facilities the project delivers  ii) Timescales  iii) Project location and space considerations  iv) Useful life of the space / facility post completion |

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| 1. **BUSINESS CASE (continued)** |
| 1. **What type of activity currently takes place in the area designated for this project? (teaching, research or other)** |
| Click here to enter text. |
| 1. **Will new activities be taking place in the designated area if the project goes ahead?** |
| Click here to enter text. |
| **If the answer to (ii) is yes, will the current activities be carried on in another part of the College?** |
| Click here to enter text. |
| **If the answer to (ii) is no, what is the life expectancy of the current activities if the project does not go ahead?** |
| Click here to enter text. |
| **If the project does not go ahead what will be the annual loss of income?** |
| Click here to enter text. |
| **If the project does not go ahead what will be the annual cost saving?** |
| Click here to enter text. |
| **If the project does not go ahead will there be potential redundancies and what are the associated costs?** |
| Click here to enter text. |
| **If the project does not go ahead will there be a detrimental cost effect to the rest of the building? (e.g higher maintenance costs)** |
| Click here to enter text. |
| **If the project does not go ahead will there be a loss of intangible assets i.e. Reputation or goodwill?** |
| Click here to enter text. |
| **Is there a fall-back option?** |
| Click here to enter text. |

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| 1. **PROJECT BUDGET (summary)** | |
| **All costs inclusive of VAT / if inflation is noted please indicate %**  **Enter additional rows for breakdown as necessary** | |
| **PROJECT COSTS** | |
| **1. Construction (MEP, Plant & General FF&E)** |  |
| **2. Construction Design Risk (optional)** |  |
| **3. Design/Professional Fees** |  |
| **4. ICL Direct Orders** |  |
| *Decanting Costs* |  |
| *Furniture* |  |
| *Equipment* |  |
| *ICT* |  |
| *AV* |  |
| **5. Other** |  |
| *Surveys* |  |
| *Maintenance* |  |
| *Insurance* |  |
| *Other (expand as necessary)* |  |
| **6. Zero Rated Items** |  |
| **7. Contingency** |  |
| **8.Feasibility Study** |  |
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| **Sub- Total Project Costs (incl. VAT)** | **£** |
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| Temporary Accommodation |  |
| Temporary Staff |  |
| Other (expand as necessary) |  |
| **Total Project Costs (incl. VAT)** | **£** |

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| 1. **PROJECT BUDGET CONTINUED** |

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| **Additional income (net)** |  |
| **Savings (cost savings to College)** |  |
| **Net Project Cash flow (Project Costs – Income – Savings)** | **£** |
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| **FUTURE RUNNING COSTS / ANNUAL COSTS** | |
| Licences / upgrades |  |
| Additional Staff costs |  |
| Cleaning internal / external |  |
| External Plant maintenance |  |
| Rent / rates |  |
| Security |  |
| Utilities (gas/elec/water/steam/sewage) |  |
| Other (waste/window cleaning/pest control) |  |
| **Total Future Running Costs** | **£** |

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| 1. **VALUE FOR MONEY** |
| Please explain measures that have / will be taken to ensure value for money is achieved Measures may include benchmarking or processes to ensure the project specification is focussed only on essential or highly desirable user requirements |

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| 1. **RISK** |
| Please state and explain the risks to the successful completion of the project. Examples may include, planning or leasing issues, uncertainty over relocation of incumbent users, or unconfirmed external funding |

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| 1. **ENVIRONMENT AND SUSTAINABILITY** |
| Please describe the environmental impact of this project and explain how this will be managed. |

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| 1. **ENDORSEMENTS** | | | |
|  | **Project Director** |  | **Project Manager** |
| Name: |  |  |  |
| Signature |  |  |  |
| Date |  |  |  |
|  | **Senior Supplier** |  | **Project Champion** |
| Name |  |  |  |
| Signature |  |  |  |
| Date |  |  |  |
|  | **User Coordinator** |  | **Director of Estates Projects** |
| Name |  |  |  |
| Signature |  |  |  |
| Date |  |  |  |
|  | **Director of Estates Facilities** |  | **Director of Estates Masterplanning** |
| Name |  |  |  |
| Signature |  |  |  |
| Date |  |  |  |
|  | **Director of Information Communications Technology** |  |  |
| Name |  |  |  |
| Signature |  |  |  |
| Date |  |  |  |
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| **Financial Approval** | | | | |
| Threshold | Accountable Body | | Signatories | |
| £150k-£1m | PRM | | Provost | |
| >£1m-£5m | PEG (if 'approved or planned' in the Capital Plan) | | President | |
| >£5m-£10m | PEG (if previously approved in principle by Council) | | President | |
| >£5m | Council | | Council minutes | |
|  | | | | |
| Name(s) | |  | |  |
| Signature | |  | |  |
| Date | |  | |  |
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| **Project Administration** | | |
| Received by Finance | Signature: | Date: |
| Received by Project Manager | Signature: | Date: |