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| **Purpose of Form**  This form must be completed and submitted for all projects managed by the Projects and Planning Team. All Fields should be completed for the project to be progressed.   * Section A Fields 1-15 Completed by the Project Instigator (Client) * Section B: Fields 16 -25 to be completed by the ECS Project Manager * Section C: Approvals * Section D: To be Completed by Paul Inchley Finance Officer | |
| **Section A: Fields 1-15 To be completed by the Client ( please note all sections 2 – 15 must be completed for the project to be progressed)** | |
| 1. MiCAD Reference Number Optional |  |
| 1. Project Short Title   maximum 40 characters - title to be copied onto SAP Finance |  |
| 1. Departmental Lead |  |
| 1. Email |  |
| 1. Phone Number |  |
| 1. Project Sponsor   Must have authority to sign off against budget |  |
| 1. SAP Charge Code If this is a capital project then write capital |  |
| 1. Budget |  |
| 1. Site |  |
| 1. Building(s) |  |
| 1. Floor(s) |  |
| 1. Room Number(s) |  |
| 1. Availability of Space   Are there any times when the area will not be available for works?  Please give details |  |
| 1. Description of Works   A Detailed Description of the works to be completed. |  |
| 1. Objective   What is the overall aim of the project, what need will it address? Eg: provision of new social learning space or specialist research space |  |

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| **Section B: Fields 16-28 to be completed by the Project Manager** | |
| 1. Deliverables   What are the individual components of the project? Eg: flexible seminar space, new admin hub, disabled friendly reception, improved wifi connectivity etc |  |
| 1. Timescale |  |
| Include key milestones such as  start and completion dates, target dates for agreeing the project brief, issuing tender documents, reviewing the cost estimate and design brief etc. |
| 1. Scope |  |
| Set out what work has been done. To agree what is included and what is not. This should be reviewed regularly to prevent scope creep and ensure the deliverables will meet the project brief. |

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| 1. Constraints & Buildability |  |
| PM to assess site and project  constraints; out of hours or vacation time only working, compound, storage, logistics, access and deliveries, decant space, unforeseen stakeholder intervention, noise, dust etc |
| 1. Dependencies   This identifies factors outside the control of the project manager such as a preceding decant or enabling works. |  |
| 1. Risk (Contingency) |  |
| Raise initial risks and issues here to be considered in design development and for costing. |
| 1. Compliance Check   Confirmation from the Project Manager that they have checked the area with AMC. Please complete as "confirmed no issues" or log issues to address in this |  |
| 1. Access Issues   Confirmation from the Project Manager that they have checked the AccessGuides. Please complete as "confirmed no issues" or log issues to address in this section. |  |

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| **Highlighted Fields must be updated. Click on field and select F9 to update the Field. DO NOT REMOVE the 0 numbers but overtype with values where these apply.** |

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| 1. **Financial Information** | |
| **Funding Source** |  |
| Please seek advice and approval from the relevant Finance professional | |

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| **Funding Source** | SAP Charge Code | Amount £ |
| Capital |  | 0 |
| Long Term/Planned Maintenance |  | 0 |
| Minor Works |  | 0 |
| Research Grant |  | 0 |
| Enterprise Grant |  | 0 |
| College Budget |  | 0 |
| Departmental Budget |  | 0 |
| Other Sources (please state) |  |  |
|  |  |  |
|  |  |  |
|  |  | £ 0.00 |

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| **Costs** | | | |
| **All must include VAT where appropriate** | | | |
| **Fees** | **Budget (£)** | **Costs** | **Budget (£)** |
| Int Building Surveyors Fees | 0 | Plan Printing Costs | 0 |
| Int Engineers Fees | 0 | Land Acquisition Costs | 0 |
| Int Clerk of Works Fees | 0 | Pre- Contract Works Costs | 0 |
| Int Planning Super. Fees | 0 | Asbestos Removal | 0 |
| Int Project Managers Fees | 0 | Pre-Contract M&E | 0 |
| Ext Architects Fees | 0 | Contract Works Costs | 0 |
| Ext QS Fees | 0 | Post-Contract Works Costs | 0 |
| Ext Structural Engineers Fees | 0 | Furniture & Equipment Costs | 0 |
| Ext M&E Engineers Fees | 0 | Data Installation Costs | 0 |
| Ext Building Surveyors Fees | 0 | Telecomm. Installation Costs | 0 |
| Ext Planning Super Fees | 0 | Pre-painting Repairs | 0 |
| Ext Project Managers Fees | 0 | Direct Supplies eg sinks & locks | 0 |
| LA Planning Fees | 0 | Alarms/Access Control | 0 |
| LA Bldg Control Fees | 0 | Removals | 0 |
| Clerk of Works | 0 | Decant costs | 0 |
| Other Fees Please Specify | 0 | Other Costs Please Specify | 0 |
|  |  | **Contingency Risk** | 0 |
|  |  |  |  |
| **Highlighted Fields must be updated. Click on field and select F9 to update the Field. DO NOT REMOVE 0 but overtype with values where these apply.** | | | |
|  |  |  |  |
|  |  |  |  |
| **Total Fees** | £ 0.00 | **Total Costs** | £ 0.00 |
|  |  |  |  |
| **Total Project Budget (incl VAT)** |  |  | **£ 0.00** |
| **Please note that any changes to this budget must be approved and recorded using an EF2052 Form** | | | |
| 1. **Key Dates** | | | |

Project Start Date

**Anticipated Completion Date**

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| **Section C: Approvals** | | |
| Estates Project Manager: |  | Name: |
| Signature: |  | Date: |
| Project Sponsor (e.g. Head of Department/Faculty/School): | | Name: |
| Signature: |  | Date: |
| Please nominate a User Co-ordinator: | | Date: |
| Head of Programme (Major Projects)/Head of Minor Works /Director of Asset Management & Compliance | | Name: |
| Signature: |  | Date: |
| Director of Projects & Planning |  | Name: |
| Signature: |  | Date: |
| Director of Estates & Campus Services (£5million plus projects only) | | Name: |
| Signature: |  | Date: |
| **Section E: To be Completed by Paul Inchley Finance Officer** | | |
| **Charge code** (CC, SIO, Balance Sheet) |  | |
| **PROJECT NUMBER allocated** |  | |
| **Entered on Programme Management Spreadsheet** | | Name: |
| Signature: | | Date: |
| **Please note that any budget change requests must be approved and recorded using an EF2052 Form** | | |