Mandate Brief PID Document (see Mandate/ Brief/ PIDs guidance document)

Author:

*This should be the Project Delivery Manager or Project Sponsor. **Note:** editing of PIDs will be limited to author, the Finance Lead and the PMO.*

PART 1. PROJECT AND GOVERNANCE DETAILS

*Project Number (to be provided by PMO)		Project Name		Document Type (select from dropdown below) Choose an item.
Proposed Project Governance (to be agreed by Oversight Group and Capital Programme Board)				
Project Sponsor (SBC senior responsible officer within Directorate from which project is generated)		**Project Executive:** (Chair of Oversight Group)		
Project Delivery Manager (SBC officer with responsibility for day-to-day delivery of project, including where delivered by external agent)		**Project Assurance** (Critical friend. If none available, PMO rep to be included here):		
Steering Group: (If this is not relevant, leave blank)	Select an item.	**Project Team/ Group:** (this **must** be completed – details of SBC officers involved in ensuring delivery of project)	Select an item.	
Finance Lead: (must be completed Finance Lead - they must be consulted on project gateway work and asked to confirm this to PDM via email.)		**Programme Management Office Lead:** (must be completed PMO Lead - they must be consulted on project gateway work and asked to confirm this to PDM via email.)		
*Resources				

*Denotes further information is available, just hover over the text

Document Control							
Date of Board (check with PMO if unsure**)**	Select Date	**Author Name**			**Version**	Select	**Board Hearing Report** (detail which meeting this is to be discussed at/ decision made)
Seeking Approval	Select						
Have we delivered any similar projects in the past?	Select an item.						

Reporting

(please note the governance groups that the project will be reported into here. This is link to those set out in the **TOR for Capital Programme Board)**

PROJECT GATEWAYS	**Financial Authorisation Approved Amount**	**Board Date**	**Completed**
Gateway 1 – FOUNDATION Project Mandate **Oversight Group/ Board Comments:**	**£** **Cost Centre**	Select Date	Select Date
Gateway 2 – DISCOVERY Project Brief/ Options Appraisal/ Outline Business Case **Oversight Group/ Board Comments**	**£** (not cumulative – do not include budget from previous gateway) **Cost Centre**	Select Date	Select Date
Gateway 3 – DESIGN Project Initiation Document (PID)/ Full Business Case **Oversight Group/ Board Comments**	**£** (not cumulative – do not include budget from previous gateway) **Cost Centre**	Select Date	Select Date
Gateway 4 – DELIVERY Updated Project Initiation Document (PID)/ Change Request Exception Report **Oversight Group/ Board Comments**	**£** (not cumulative – do not include budget from previous gateway) **Cost Centre**	Select Date	Select Date
Gateway 5 – REVIEW Project Closure Document **Oversight Group/ Board Comments**	**£** (not cumulative – do not include budget from previous gateway) **Cost Centre**	Select Date	Select Date

*Denotes further information is available, just hover over the text

Estimated Project Start on Site / Delivery Date Select Date

Estimated Project Completion Date

Estimated Gateway Costs £

Board Approval (Completed by the Board)	
Board Approving (include name of meeting)	
Board Date	Select Date
Approved	Select
Board Comments	
*Financial Authorisation (must be completed by Finance Lead)				
Cost Code(s)	**Revenue**		**Capital**	
Finance Officer(s)				

PROJECT DESCRIPTION

*Project Summary (include brief information on project deliverables, such as outputs, outcomes and benefits)
Non-Negotiable Outcomes

*Exclusions/ not in scope	*Key Interfaces
*Constraints	*Dependencies
*Assumptions	*Summary of Costs *(from Part 2 below)*

*Future Revenue Costs to Council resulting from project
(e.g., maintenance costs)
1.
2.
3.
4.
5.

Procurement Strategy

Project Delivery Managers **must** include summary information of the procurement strategy they will be utilising to enable design and delivery of a capital project.
As an example, and depending on the value of the project, this might involve undertaking a quotation, tender exercise, or use a call off from an existing framework.

Consult the current Contract Procedure Rules and the Procurement Team if you need assistance to specify your strategy.

Procurement Strategy

Project Managers are reminder that the council's social value policy requires that social value is factored into any procurement exercise using the appropriate calculator.

Please see the Social Value Policy

For assistance contact Corporate Procurement

Project Plan (include only high level milestones and dates here – contact the PMO for a fuller Project Plan GANTT chart)

*Key Milestone	Target Date

*Risks (contact the PMO for a blank RAIDL)

Have you started a risk Register?
Select an item.

*Key Risks (summarise any major project risks here, that score 15 or over on 5x5 risk matrix)
1.
2.
3.

4.
*Communication Plan (contact Communications Team for a template)
Select an item. **Stakeholders**

Who is The Audience	Method of Communication	Target Date

PART 2. FINANCIAL BREAKDOWN

Feasibility Requirements Please input the amount to be spent in the financial year. If it is split across two financial years, please check with Finance Lead and input the amounts that will be spent in each year.	Comments	Select Year	Select Year	Select Year	Select Year	Select Year	TOTAL
Feasibility Requirements During Mandate **(FOUNDATION stage)**							**£0**

Capital **Expenditure Source**	Comments	Select Year	Select Year	Select Year	Select Year	Select Year	TOTAL
Acquisition of Land & Buildings							**£0**
New Construction (main contract)							**£0**
New Construction – other							**£0**
Fees - internal							**£0**
Fees - external							**£0**
SBC Legal costs							**£0**
Service diversions							**£0**
Expenditure - other **Please specify what this is, in this column below:**							**£0**
Contingency NOTE: tolerances should be managed within contingency amount.							**£0**
	TOTAL	**£0**	**£0**	**£0**	**£0**	**£0**	£0

*Denotes further information is available, just hover over the text

Capital **Funding Source**	Description / Source	Select Year	Select Year	Select Year	Select Year	Select Year	TOTAL
Supported Government Borrowing							**£0**
Prudential Borrowing							**£0**
Government Grants (e.g.., HLF ERDF)							**£0**
Developer Contributions							**£0**
Revenue Contributions							**£0**
Central Financing (SBC)							**£0**
	TOTAL	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**

Revenue Funding Source	Description /Source	Select Year	Select Year	Select Year	Select Year	Select Year	TOTAL
Government Grants							**£0**
Revenue Contributions							**£0**
Central Financing (SBC)							**£0**
	TOTAL	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**

On-Going Revenue Expenditure (e.g.., Ongoing Maintenance)							
Expenditure Profile		Select Year	Select Year	Select Year	Select Year	Select Year	TOTAL
Expenditure - other							**£0**
Expenditure - other							**£0**
Expenditure - other							**£0**
Expenditure - other							**£0**
Expenditure - other							**£0**
Expenditure - other							**£0**
	TOTAL	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**
Please consult with Finance Lead and state below how the on-going revenues costs are to be funded							

Agreed Tolerances **MUST BE COMPLETED.** **Tolerances to be proposed project delivery manager and signed off by Oversight Group/ CPB.**	
Timeframe: e.g., +/- 1 month	
Cost: e.g., 50% of contingency used/ project projected to overspend / project underspend	
Risk: e.g., risk score is 16 or over AFTER mitigation on RAIDL	
Deliverables: e.g., key benefits and outcomes are substantially affected or can no longer be delivered	