PROJECT BUSINESS CASE

Project Number:

Project Title: Roof replacement programme 2011/12

Release (Draft/Final)	Draft
Version Number	1
Date	22/03/2011
Project Manager	S. Ransley
Project Sponsor	G. Miller
Directorate	Neighbourhoods
Division	Decent Homes

The appropriate approval must be obtained before for the Business Case is registered on SharePoint. Please refer to the Gateway Approval process for Gold, Silver & Bronze projects

Project Type	B
Approved by	17/03/2011

1. OUTLINE PROJECT PROPOSAL

1.1. Background

The stock condition database together with reports from the repairs teams have identified 4 blocks where the existing flat roof has reached the end of their serviceable life and patch repairs can no longer hold water ingress back, therefore new roofs are needed. There are 2 blocks at Milner court and 2 blocks in Irving Road.

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1.2. Update to Outline Project Proposal

Confirm project start and end dates below and highlight any changes since the Outline Project Proposal was agreed.

Project Start Date: 30/05/2011

Project End Date: 30/09/2011

2. OPTIONS APPRAISAL

2.1. Options Investigated

Option Description	Benefits	Costs	Risks
Do Nothing	None	None	Roofs will not with hold back water and shall leak into flats below.
Carryout works as described	Properties will remain water tight and fit for occupation	£300,000	As detailed in the OPP

Complete the above or attach an option appraisal template.

2.2. Recommended Option

Recommend option 2 as this will keep the properties water tight and fit for purpose.

3. PROJECT OBJECTIVES AND MEASURES

3.1. Objectives

What does the project aim to achieve and/or deliver?
Achievement of the project objectives will be used to assess project Quality at G5.

To replace the existing roofs at the following addresses -- 2 blocks at Milner court and 2 blocks in Irving Road.

3.2. Service / Business Benefits

Who will benefit and how?
Tenants both now and in the future will benefit as the home be water tight.

3.3. Estimated Cashable benefits

If applicable, list any cashable savings and state the period over which they will be delivered. Obtain verification from Corporate Finance that the savings are achievable and attach the verification as an Appendix to this document.

3.4. *Quality Measures

Baseline performance level (at project start date): 30/05/2011

Performance target/s (at project end date): 30/09/2011

The measures will be used to assess project Quality at project closure.

4. PROJECT KEY DRIVER

Is it more important that the project is delivered within the set Timescale, Cost or Quality? For an Olympic project the timescale would be critical so, for example, the weightings could be Time 50%, Quality 30%, Budget 20%.

The weightings will be used to assess project success at Gateway 5. In the Olympic example above, if the project was delivered on Time and to the Quality specified but was significantly over budget, overall, the project would be considered a success due to the relatively low weighting for Budget.

Criteria	Weighted % score If all 3 criteria are of equal importance, score each 33%
TIME (see section 1.2 above)	33
COST (see Appendix 5.1 below)	33
QUALITY (see section 3.4 above)	33

4.1. Risk Quantification and Sensitivity Analysis

Please complete the table below with the known risks to this project or attach a Risk, Assumptions, Issues, Dependencies (RAID) log:

Risk	Risk Owner	Probability	Impact on project (H/M/L)	Timing	Mitigation
Long spell of inclement weather	SCC & Capita	Low	Low	Late in year	Adjust programme of works
Contractor enters Administration	SCC & Capita	Low	Med	Throughout	Seek procurement ruling
Tender returns higher than PTE	SCC & Capita	Low	Med	Early	Retender, alter work content, seek additional funding

5. APPENDICES

5.1. Project Costs

*Please complete 'Project Costs' below. This must be attached **as an Appendix** to the Business Case.*

5.2. Initial Impact Assessment

Please attach Quick Initial Impact Assessment.

http://intranet.southampton.gov.uk/highlights/campaigns/IIA.asp#0

APPENDIX 5.1 – PROJECT COSTS

5.2.1 Capital costs

The total one-off capital costs for the project, including Capita costs, external spend and any internal business costs eg: backfill

£000s	Year 1	Year 2	Year 3	Subsequent years total	Total
Project Capital Costs					
Asset costs					
Capita Contractor	42,120 257,880				42,120 257,880
Internal SCC business fees					
Total capital costs	300,000				300,000

5.2.2 Revenue costs

The total revenue (ongoing) costs for any assets (eg: hardware and software), maintenance charges, support etc

£000s	Year 1	Year 2	Year 3	Subsequent years total	Total
Project Revenue Costs					
Asset costs					
External fees (eg Capita, other partners or contractors)					
Internal SCC business fees					
Total revenue costs					

5.2.3 Project Resources

The total number of days required for the project by Council staff, Capita, other partners or contractors. This section is particularly important to complete when no budget is allocated to the project.

Days	Year 1	Year 2	Year 3	Subsequent years total	Total
Resource Days					
SCC staff – see example below:					
▪ *Legal*	*5 days*				*5 days*
▪ *Asset Management*	*55 days*				*55 days*
▪					
▪					
▪					
Capita, other partners or contractors	90 days				90 days
Total Resources Days	150 days				150 days

5.2.4 Contingency

Consider adding contingency funds. By default, 10% of the total project cost should be added.

N/A

	£	Reason
Project Cost		
Add contingency		*Insert reason if more than 10%*
TOTAL PROJECT COST		

Bronze projects:

The Business Case should be updated for Bronze projects at Gateway 3 and a Project Plan attached. A detailed Impact Assessment may also be required:
http://intranet.southampton.gov.uk/highlights/campaigns/IIA.asp#0