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| **Project Initiation Document (PID)**  **Minor & Small Projects <£150k** | |
|  |  |
| Project Name |  |
| Project Number |  |
| Document Date |  |
| **Document Author** | Click here to enter text. |
| **Project Director** | Click here to enter text. |
| **Client** | Click here to enter text. |
| **User Co-ordinator** | Click here to enter text. |
| **Internal Project Manager** | Click here to enter text. |
| **External Project Manager** | Click here to enter text. |
| **Executive Summary** | |
|  | |
| **Budget Centre** |  |
| **Financial approval requested now** |  |
| **Project Start On site** |  |
| **Project Completion** |  |

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| **1.a PROJECT/FUNDING SUMMARY** | | |
| **Funding Source** | **Amount** | **Confirmed?** |
| **External** |  |  |
| **College** |  |  |
| **Department** |  |  |
| **Comments on the above (if applicable)** | | |
| Please note, for example, if the figures are estimated. Please indicate any assumptions. | | |

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| **1.b COSTS BREAKDOWN** | | | |
|  | **£ Net** | **£VAT@17%** | **£ Gross** |
| **Construction** |  |  |  |
| **Professional Fees** |  |  |  |
| **Fixtures, Fitting & Equipment** |  |  |  |
| **Other** |  |  |  |
| **Contingency** |  |  |  |
| **Total** |  |  |  |

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| **2. PROJECT HISTORY** |
| Please explain if this, or a related project, has been considered by Project Review Board 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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| **3. PROJECT OVERVIEW** |
| **Location** |
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| **Expected Deliverables** |
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| **Exclusions** |
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| **Key Performance Indicators** |
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| **Programme** |
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| **Operations Benefits** |
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| **4. VALUE FOR MONEY** |
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| **5. RISKS** |
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| **6. ENVIRONMENT AND SUSTAINABILITY** |
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| **7. ATTACHMENTS** |
| Appendix 1: Tender Report / Scope Works / Client Brief  Appendix 2: Models – Existing and Proposed Plans  Appendix 3: Photographs  Appendix 4: Programme – Word or GANTT Programme  Appendix 4: Financial Summary & Recommendation |

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| **8. ENDORSEMENTS** | | | | | | | | | | |
|  | | **Project Director** | | | | |  | **External Project Manager** | | |
| Name: | |  | | | | |  |  | | |
| Signature | |  | | | | |  |  | | |
| Date | |  | | | | |  |  | | |
|  | | **Internal Project Manager** | | | | |  | **Client** | | |
| Name | |  | | | | |  |  | | |
| Signature | |  | | | | |  |  | | |
| Date | |  | | | | |  |  | | |
|  | | **User Coordinator** | | | | |  | **Head of Department** | | |
| Name | |  | | | | |  |  | | |
| Signature | |  | | | | |  |  | | |
| Date | |  | | | | |  |  | | |
|  | | | | | | | | | | |
|  | | **Director of Estates Operations** | | | | |  | **Director of ICT** | | |
| Name | |  | | | | |  |  | | |
| Signature | |  | | | | |  |  | | |
| Date | |  | | | | |  |  | | |
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| **9. FINANCIAL APPROVAL** | | | | | | | | | | |
| **Account Code Authorisation** | | | | | | | | | | |
| Cost Centre Code: | | |  | | | | | | | |
| Cost Centre Code: | | |  | | | | | | | |
| Cost Centre Code: | | |  | | | | | | | |
|  | | | | | | | | | | |
| Threshold | Accountable Body | | | | | Signatures | | | | Date |
| £0-150k | Chief Operating Officer | | | | |  | | | |  |
| Operations Group Finance Officer | | | | |  | | | |  |
| Faculty Operating Officer | | | | |  | | | |  |
| Departmental Finance | | | | |  | | | |  |
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| **10. PROJECT ADMINISTRATION** | | | | | | | | | | |
| Received by Finance | | | | Signature |  | | | | Date |  |
| Received by Project Managers | | | | Signature |  | | | | Date |  |
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**Appendix 4**

Financial Summary and Recommendation

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| **Estates Projects Checklist** |
| [INSERT REFERENCE NUMBER] (building code and date e.g. SHER 110210) |

**N.B. This document is to be used for all Projects when run by Estates. Please attach any supporting documentation e.g. specifications, drawings etc.**

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| 1. PART A – This is to be completed at the PID Stage |
| Building Manager …………………………. Signature …………………………  Date …………………………. Email ………………………… |
| * 1. Building |
| * 1. Brief Description of Project |
| * 1. Programme requirements |
| * 1. Source of Funding |
| * 1. Additional information   **Y N N/A** |
| Please click on the relevant box below to choose Yes, No or X for Not Applicable |
| * 1. General      * Complete Room Data Sheets to identify user requirements      * Produce proposed plans (contact Space team) |
| * 1. Space Team      * Check person area allocation and Space Exec approved where   applicable     * Produce project specific Employers’ Information Requirements (EIR) |
| * 1. Equality Act * Check - impact / implications / adjustments |
| * 1. Ventilation Requirements      * Validate Existing      * Take into account regulation requirements for ventilation      * Take into account College specific requirements e.g. Building   Engineering Services Particular Requirements (BESPRs), Building Temperature Protocol (BTP) and Component Schedule |
| * 1. Heating Requirements      * Validate Existing      * Take into account College specific requirements e.g. BESPRs, BTP   and Component Schedule |
| * 1. Cooling Requirements      * Validate Existing * Take into account College specific requirements e.g. BESPRs, BTP     and Component Schedule |
| 1.12 Domestic Water Services     * Validate Existing      * Take into account regulation requirements * Take into account College specific requirements e.g. BESPRs, BTP     and Component Schedule |
| 1.13 Electrical     * Validate Existing      * Take into account regulation requirements * Take into account College specific requirements e.g. BESPRs,     BTP and Component Schedule |
| 1.14 BEMS     * Validate Existing      * Seek Advice / Requirements from Controls Engineer      * Take into account regulation requirements * Take into account College specific requirements e.g. BESPRs,     BTP and Component Schedule |
| 1.15 Fire Strategy and Systems     * Validate Existing     x   * Take into account regulation requirements * Take into account College specific requirements e.g. BESPRs,     BTP and Component Schedule |
| 1.16 Security Strategy and Systems   * Seek Advice / Requirements from Security Office and Fire and Security     Engineer     * Take into account regulation requirements * Take into account College specific requirements e.g. BESPRs,     BTP and Component Schedule |
| 1.17 Data   * Wired network points – sufficient capacity in Communications     Wiring Centre (CWC)   * Wireless – sufficient coverage |
| 1.18 Energy   * Ensure energy initiatives have been explored and utilised where possible (Please describe below)   Energy initiatives (description) |
| 1.19 Sustainability   * Ensure sustainability initiatives have been explored and utilised where possible (Please describe below) |
| 1.20 Asbestos     * Obtain Asbestos Report |
| * 1. Radiation      * Is decontamination required? |
| * 1. Health and Safety      * Is the project notifiable i.e. is Construction Design & Management   (CDM) required?     * Has plant maintenance access been considered? |
| * 1. Estates Operations Maintenance      * Consultation with Maintenance Team      * Plant maintenance access |

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| 1. PART B – This is to be completed prior to Construction Stage |
| 2.1 Space Team     * Ref. project specific EIR, allocation of room numbers from Space Team |
| 2.2 Asbestos     * Has the asbestos report been provided to principal contractor?      * Carry out necessary requirements |
| * 1. Radiation * Has the radiation report been shared with the principal contractor?      * Carry out necessary requirements |
| 2.4 BEMS     * Arrange for Validation of newly installed BEMS System |

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| 1. PART C – To be completed at Completion |
| 3.1 General     * Update Asset Register (Planon) via Estates Operations’   Customer Services Centre     * Issue, photos, Minor Works Install Record or Operations and     Maintenance (O&Ms) manuals to Estates Records and Archives Officer. |
| * 1. Space Team      * Issue to Space Team from update to CADCOM and Pythagoras |
| * 1. BEMS      * Undertake agreed process for witnessing and handover      * Update BEMS server |
| * 1. Fire Strategy and Systems      * Update System |
| * 1. Security Strategy and Systems      * Update System |

For more information on Capital Investment Project roles and responsibilities please see:

<https://www.imperial.ac.uk/estates-projects/project-procedures/college-roles/>

Latest Estates guides and policies are here:

<https://www.imperial.ac.uk/estates-projects/resources/guides-policies/>

Contact document owner: [David Traske](mailto:d.traske@imperial.ac.uk) for amendments to this document.

Other Estates documents are stored in the Resources folder on BOX:

<https://imperialcollegelondon.box.com/s/7a5bw6cc2zq364ufuadpmd25q6yx29ds>