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| **Project Initiation Document (PID)** | | |
|  |  | |
| Project Name | Project Number | |
| Release date. | Capital Plan Ref.: Enter URN | |
| **Document Author** | Enter Name | |
| **Project Director** | Enter Name | |
| **Client/Client Representative** | Enter Name | |
| **User Coordinator(s)** | Enter Name(s) | |
| **Internal Project Manager** | Enter Name | |
| **External Project Manager (Optional)** | 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 | | |
| **Estimated final project costs** | Estimate (£) Range here | |
| **Financial approval requested now** | **Feasibility Stage** | Enter (£) Figure |
| **Design Stage** | Enter (£) Figure |
| **Construction Stage** | 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** | |
| **PROJECT FINANCIAL INVESTMENT APPRAISAL ANALYSIS** | |
| Please state if INITIAL/ FINAL Appraisal Model used. | |
| **Initial Capex Investment** | Enter (£) Figure here |
| **Total College Funding Required** | Enter (£) Figure here. |
| **Net Present Value of Investment:** | Enter (£) Figure here |
| **Adjusted Present Value (if applicable)** | Enter (£) Figure here. |
| **Modified 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 Estates Committee, RAB, Finance Committee or Council 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 / could 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. **FEASIBILITY STUDY DETAILS** |
| Please explain why a Feasibility Study is required and what the Feasibility Study will determine |

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| 1. **PROJECT BUDGET (Summary)** |
| **All costs inclusive of VAT to be advised at completion of each design stage - if inflation is noted please indicate %**  **Enter additional rows for breakdown as necessary** |

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|  |  | **Pre-Feasibility** | **Feasibility** | **Concept Design** | **Developed Design** | **Technical Design** |
| **Construction Cost** | |  |  |  |  |  |
|  | Demolition & Alterations |  |  |  |  |  |
|  | Sub-Structure |  |  |  |  |  |
|  | Superstructure |  |  |  |  |  |
|  | Frame |  |  |  |  |  |
|  | Upper floors |  |  |  |  |  |
|  | Roof |  |  |  |  |  |
|  | Stairs & Ramps |  |  |  |  |  |
|  | External Walls |  |  |  |  |  |
|  | Windows & External Doors |  |  |  |  |  |
|  | Internal Walls & Partitions |  |  |  |  |  |
|  | Internal Doors |  |  |  |  |  |
|  | Internal Finishes |  |  |  |  |  |
|  | Wall Finishes |  |  |  |  |  |
|  | Floor Finishes |  |  |  |  |  |
|  | Ceiling Finishes |  |  |  |  |  |
|  | Fittings, Furnishings & Equipment |  |  |  |  |  |
|  | Services |  |  |  |  |  |
|  | Mechanical Services |  |  |  |  |  |
|  | Electrical Services |  |  |  |  |  |
|  | Builders Work in connection |  |  |  |  |  |
|  | External Works |  |  |  |  |  |
|  | Main Contractors Preliminaries |  |  |  |  |  |
|  | Main Contractors OH&P |  |  |  |  |  |
|  | Main Contractors Price & Design Risk |  |  |  |  |  |
|  | **Sub-Total** |  |  |  |  |  |
|  | Contingency |  |  |  |  |  |
|  | **TOTAL CONSTRUCTION COST** |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Project Cost** | |  |  |  |  |  |
|  | Design/Professional fees |  |  |  |  |  |
|  | ICL Direct Contracts (expand as necessary) |  |  |  |  |  |
|  | Asbestos Management |  |  |  |  |  |
|  | Contribution to maintenance team |  |  |  |  |  |
|  | Validation & Survey allowance |  |  |  |  |  |
|  | Furniture and joinery |  |  |  |  |  |
|  | Signage |  |  |  |  |  |
|  | Decanting |  |  |  |  |  |
|  | ICT/ AV |  |  |  |  |  |
|  | VAT |  |  |  |  |  |
|  | Inflation (if applicable) |  |  |  |  |  |
|  | **TOTAL PROJECT COST** |  |  |  |  |  |
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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)** | **£** |
|  |  |

Please enter the information below which can be obtained from the Capital Investment Appraisal Model

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| **ESTIMATED FUTURE RUNNING COSTS / ANNUAL COSTS** | |
| Licences / upgrades |  |
| Additional Staff costs |  |
| Cleaning internal / external |  |
| External Plant maintenance |  |
| Rent / rates |  |
| Security |  |
| Utilities (gas/electricity/water/steam/sewage) |  |
| Other (waste/window cleaning/pest control) |  |
| **Estimated Total Future Running Costs** | **£** |

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| * 1. **DESIGN FEE BUDGET (Summary)** |

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| **DESIGN FEE BUDGET** | | **Architect** | **Cost Manager** | **Project Manager** | **M&E Engineer** | **Structural Engineer** | **Principle Designer/ CDM C** | **Approved Inspector** | **ICL PM** |  |
|  | **Supplier** |  |  |  |  |  |  |  |  | **Total** |
|  |  |  |  |  |  |  |  |  |  |  |
| **Stage** | **Description** | **£** | **£** | **£** | **£** | **£** | **£** | **£** | **£** | **£** |
| **1** | **Preparation and Brief** | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - |
| **2** | **Concept Design** | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - |
| **3** | **Developed Design** | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - |
| **4** | **Technical Design** | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - |
| **5** | **Construction** | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - |
| **6** | **Handover and Close-Out** | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - |
| **7** | **In Use** | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - |
| **P** | **Procurement and Tendering** | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Total** | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - |
|  |  |  |  |  |  |  |  |  |  |  |
| **Estimated Net Construction Value** | |  |  |  |  |  |  |  |  |  |
| ***£*** | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |

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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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| **9. SURVEYS AND VALIDATION** |
| Please state the surveys that will be considered as part of the feasibility |

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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** | | | |
|  | **Client/Client Representative** |  | **Project Director** |
| Name: |  |  |  |
| Signature |  |  |  |
| Date |  |  |  |
|  | **Internal Project Manager** |  | **External Project Manager** |
| Name |  |  |  |
| Signature |  |  |  |
| Date |  |  |  |
|  | **User Coordinator** |  | **Director of Estates Development** |
| Name |  |  |  |
| Signature |  |  |  |
| Date |  |  |  |
|  | **Director of Estates Facilities** |  | **Head of Capital Investment & Appraisal** |
| Name |  |  |  |
| Signature |  |  |  |
| Date |  |  |  |
|  | **Director of Information Communications Technology** |  |  |
| Name |  |  |  |
| Signature |  |  |  |
| Date |  |  |  |
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| **Financial Approval** (Please state the Stage for Financial Approval) | | | | |
| Threshold | Accountable Body | | Signatories | |
| £150k-£1m | Estates Committee | | Provost | |
| >£1m-£10m | RAB (if 'approved or planned' in the Capital Plan) | | President | |
| >£10m | RAB (if previously approved in principle by Council) | | President | |
| £10m- £30m | Finance Committee | | Non-Executive Member of Council | |
| >£30m | Council | | Council minutes | |
|  | | | | |
| Name(s) | |  | |  |
| Signature | |  | |  |
| Date | |  | |  |
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| **Project Administration** | | |
| Received by Finance | Signature: | Date: |
| Received by Project Manager | Signature: | Date: |

**Appendix**

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| 1. **BUSINESS CASE** | | |
| **A Project information** | | |
| **1.1** | **Title of potential Project** | Please provide details |
| **1.2** | **Faculty or Support Service Department** | Please provide details |
| **1.3** | **Building** | Please enter Building |
| **1.4** | **Specific area within building** | Please enter Building area |
| **1.5** | **Campus** | Please enter IC Campus |
| **1.6** | **Business Case Author** | Please provide details |
| **1.7** | **Timeline for Pre-Feasibility Stage** | Please provide details |
| **B Project funding source** | | |
| **2.1** | **Is potential Project included in latest Capital Plan?** | Enter Yes/No |
| **2.2** | **Has the status in the Capital Plan been verified with the Head of Capital Investment & Appraisal?** | Enter Yes/No |
| **2.3** | **What is the gross value included within the Capital Plan?** | Enter (£) Figure here |
| **2.4** | **Have any external funding sources been identified for this potential Project?** | Enter Yes/No |
|  | **Specify potential amount** | Enter (£) Figure here |
|  | **Specify potential funding source** | Please provide details |
| **C Strategic goals** | | |
| **3.1** | **Provide a brief description of potential Project**  *(Please attach appendix if further information is available)* | Please provide description of project |
| **3.2** | **What is the purpose of the potential Project** | Please describe the need or opportunity which has triggered the project. |
| **3.3** | **Does the potential Project support the College Strategy in terms of foundations, partners, people & enablers?** | Please provide brief explanation |
| 3.4 | 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 | |
| **D Benefits** | | |
| **4.1** | **What are the expected benefits of the potential Project?** | Please explain the benefits the project delivers and how these accord with the Faculty/Support Services Division’s strategic objectives |
| **4.2** | **Has any financial modelling for the potential project been undertaken at this stage?** | Enter Yes/No |
| **4.3** | **If the answer to 4.2 is "yes", please attach a copy of the financial model.** | Please attach **Initial Financial Investment Appraisal Model** |
| **4.4** | **Does the project cover the additional operational running costs that may be incurred?** | Please provide details |
| **4.5** | **Please explain any financial benefits identified.** | Examples may include cost savings, additional research, and fee income or reduced FM costs.  Please reference to the Financial Investment Appraisal Model to support your reasoning. |
| **E Resources & Stakeholders** | | |
| **5.1** | **If the potential project will create a new facility or activity within the College, how will it be resourced?** | Please provide details including equipment, people, additional support services e.g. additional cleaning or utilities. |
| **5.2** | **Detail the departments in or affected by the potential project** | Please provide the names of any individuals, departments or organisations that can affect, be affected by, or perceive itself to be affected by the project. Please explain how they have been consulted. |
| **F Project Activity** | | |
| **6.1** | **What type of activity currently takes place in the area designated for this project?**  *(e.g. Teaching/Research/Other)* | Please enter Existing Activity details |
| **6.2** | **Will new activities be taking place in the designated area if the project goes ahead?** | Enter Yes/No |
|  | **If Yes, will the current activities be carried on in another part of the College?** | Please enter New Activity details |
|  | **If no, what is the life expectancy of the current activities if the project does not go ahead?** | Please provide details |
| **6.3** | **If the project does not go ahead what will be the annual loss of income?** | Please provide details |
| **6.4** | **If the project does not go ahead what will be the annual cost saving?** | Please provide details |
| **6.5** | **If the project does not go ahead will there be potential redundancies and what are the associated costs?** | Please provide details |
| **6.6** | **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)** | Please provide details |
| **6.7** | **If the project does not go ahead will there be a loss of intangible assets i.e. Reputation or goodwill?** | Please provide details |
| **6.8** | **Is there a fall-back option?** | Please provide details |