

Estimated Spend by Type of Spend	Q1	Q2	Q3	Q4	
Land/Building purchase					
Construction costs					
Contracted Services					
Consultancy					
Planning Fees					
Legal Fees					
Equipment					
Contingency					
Retention					
Additional Staffing					
Other (please specify):					
Total	0	0	0	0	
Annual Total				Year 2 Total	0

	Year 3											
Timeline:	Q1			Q2			Q3			Q4		
Please outline stages month by month (include items such as - feasibility, consultation, post project communication, procurement*, legal, planning application, surveys, construction, works, approvals, etc.)												
<i>* please note that procurement process can take up to 12 months - contact Procurement Officer to discuss</i>												
Officer/Team involved: (e.g. person, legal, procurement, IT, etc.)												

Estimated Spend by Type of Spend	Q1	Q2	Q3	Q4	
Land/Building purchase					
Construction costs					
Contracted Services					
Consultancy					
Planning Fees					
Legal Fees					
Equipment					
Contingency					
Retention					
Additional Staffing					
Other (please specify):					
Total	0	0	0	0	
Annual Total				Year 3 Total	0

	Year 4											
Timeline:	Q1			Q2			Q3			Q4		
Please outline stages month by month (include items such as - feasibility, consultation, post project communication, procurement*, legal, planning application, surveys, construction, works, approvals, etc.)												
<i>* please note that procurement process can take up to 12 months - contact Procurement Officer to discuss</i>												
Officer/Team involved: (e.g. person, legal, procurement, IT, etc.)												

Estimated Spend by Type of Spend	Q1	Q2	Q3	Q4	
Land/Building purchase					
Construction costs					
Contracted Services					
Consultancy					
Planning Fees					
Legal Fees					
Equipment					
Contingency					
Retention					
Additional Staffing					
Other (please specify):					
Total	0	0	0	0	
Annual Total				Year 4 Total	0

	Year 5											
Timeline:	Q1			Q2			Q3			Q4		
Please outline stages month by month (include items such as - feasibility, consultation, post project communication, procurement*, legal, planning application, surveys, construction, works, approvals, etc.)												
<i>* please note that procurement process can take up to 12 months - contact Procurement Officer to discuss</i>												
Officer/Team involved: (e.g. person, legal, procurement, IT, etc.)												

Estimated Spend by Type of Spend	Q1	Q2	Q3	Q4
Land/Building purchase				
Construction costs				
Contracted Services				
Consultancy				
Planning Fees				
Legal Fees				
Equipment				
Contingency				
Retention				
Additional Staffing				
Other (please specify):				
Total	0	0	0	0
Annual Total				Year 5 Total 0

Expected Project Total	0
-------------------------------	----------

What external funding is available?
e.g. S106, PIC, external grants, etc.

Will there be any ongoing costs or savings?
Consider the revenue impact long term. E.g. software license costs, increased income generated, staff time efficiencies

What are the VAT implications?
Please contact accountancy for support.

Procurement Process to be taken
Please also detail timing, lead in times etc.

Resources required
Please include what staffing resource you require, please name officers involved in the delivery of the project.
Have you agreed the involvement with the required officers and given notice of when they are required?

SECTION C - RISKS & OTHER ASSESSMENTS

Risks & Dependencies:
Include risks during life of the project, also if project does not happen

What is the environmental impact?

Has an Equality Impact Assessment been carried out?

Has a Data Protection Impact Assessment (DPIA) been carried out?

SECTION D - COMMUNICATION

How will the project be publicised and has the Communications team been consulted ?

SECTION E - REPORTING

Waverley Borough Council monitors all projects very closely. The reporting mechanism for your project will either be at the corporate level (Management Board), service level (HoS and Director) or may classify as "other projects" (which are monitored by your line manager and HoS). In order to determine the current level of monitoring please fill in the scoring table below. (Please be advised that the Management Board reserves the right to change the reporting structure of your project and for it to be added to the Corporate Project Register if deemed necessary).

Project Reporting 3 Tier Structure	Score Brackets	Progress Reported to / monitored by
Corporate Projects	6 points to 10 points	Reported to the Management Board and HoST through Corporate Project Register and to the Project Board where applicable
Service Level Projects	2 points to 5 points	Reported to a HoS and a Director through Serve Plan progress update and highlights reports
Other Projects	0 points to 1 point	Reported to a line manager and a HoS

Project Scoring Criteria

Timely	Score	Measure	Project Score
How important is it that this project is completed by a certain time?	2	Time Critical	
	1	Medium Priority	
	0	Low Priority	

Organisational Priority	Score	Measure	Project Score
What is the level of corporate priority for this project?	2	In the Corporate Strategy	
	1	In Service Plan or any other strategy or action plans	
	0	Not included in either of the above	

Public and Political interest	Score	Measure	Project Score
Is there high public or political interest?	2	High	
	1	Medium	
	0	Low	

Identified Risk Level of not delivering	Score	Measure	Project Score
What is the level of risk of <u>not delivering</u> this project?	2	High	
	1	Medium	
	0	Low	

Cost and Resources	Score	Measure	Project Score
Total of project (taken from Expected Project Total cell)	2	High - 100K or over	
	1	Medium - 25K to 99K	
	0	Low - 25K or less	

Overall Project Score	0
------------------------------	----------

Project Reporting Structure / Project Type	Other Projects
---------------------------------------------------	----------------

SECTION F - APPROVAL

The Project Business Case Justification Form needs to be approved by management before the initiation of any project. The purpose of this section is to record the approval process, fill in the sections below.

Name of the officer presenting the case	
-----------------------------------------	--

Approval needed from	Line Manager and HoS
----------------------	----------------------

Project Reporting Structure / Project Type	Other Projects
--------------------------------------------	----------------

Final Decision Outcome	
------------------------	--

Date	
------	--

Name of the Decision Maker	
----------------------------	--

Comments if applicable	
------------------------	--