

XX - Major Project – Example Project Highlight Report

Logo	Project Director:	Russell Eacott [signed]	Project Sponsor	[Signed]	Reporting Month:	June 2022	Capital Internal Order Code:	XX	Client Officer:	TBA	Lead Designer:	XX
											Cost Consultant:	XX
										Project Code:	XX	End User:

Management Summary						
	1. Overall Status	2. Risks	3. Issues	4. Financials	5. Timelines	6. Resources
This Report	A	A	A	n/a	n/a	A
Last Report	A	A	A	n/a	n/a	A

Programme Definition	
RIBA Stage:	Overall Site RIBA Stage 1 with DN and use of Fi-House currently working at RIBA Stage 2+75%
Objectives:	As Core Concept (April 2022) Nous Document - Strategic Design
Scope:	To remodel and refurbish the Castle Meadow buildings and site to provide a digitally enabled campus by (tbc)

	BC [RIBA 0 Approval]	Client Requirements [RIBA 1 Initiation]	PrID [RIBA 1 Gateway]	Infrastructure OBC [RIBA 1 Gateway]	PrID Update [RIBA 2 Gateway]	PrID Update [RIBA 3 Gateway]	PrID Update [pre-tender]	Final PrID & FBC [post tender]
Status:	✓							
Date Approved:	12/10/21	Planned 10/8/22	Planned 10/8/22	Planned 11/10/22				
Approved by:	Council	CM S&D Board	CM S&D Board	Council				

Latest approved document (baseline): Council Business Case (October 2021)

Key decisions required this period	
1.	Agreement to the infrastructure business case progressing to Board in July (with any comments) and appointment of design consultants (both elsewhere on your agenda)
2.	Confirm that Estates Commercial can consider Heads of Terms with prospective tenants at XX.

1. Overall Status (high-level summary)	
The overall status remains Amber as timelines and financials are not at the level of Council expectations. Risk and Issues are at a similar level to last month with the infrastructure business case being a key paper on the Board's Agenda.	
<ul style="list-style-type: none"> The space requirements are agreed in principle and are included in the infrastructure business case. Further risk support has been provided to some workstreams and individuals. The OpsTeam continue to work on detailed plans ready to deal with all matters post 4 October 2022 including any TUPE matters. Stakeholder engagement with students will commence on 9 June with over 300 responses (by 20 June) The Learning Spaces Design Guidelines (May 22) approved by the XX Committee. Potential tenants showing keen interest in CM. Issues over m&e being raised. The governance review has been completed and is on the agenda elsewhere. Internal audit are proposing external assurance of the programme. 	

2. Risks and Issues

2.1 Key Risks [all red and increasing amber]						
Risk ID (updated)	Risk Title	Description	RAG Status	Risk Category	Mitigation	Dated Comments
RR6	Buildings are defective	Surveys completed before sale exchange	A	Time & cost	Undertake surveys as soon after occupation -	Access for surveys still difficult until post October. RAG raised yellow to amber.
RR 32	Financial/Budget	Cost increases due to 'extra' inflation and insufficient budget	A rising	Cost	Review and validate costs	Further reviewed for the infrast business case.

Key Budget Variance Status	
R	5% overspend
A	Between 5% and 2.5% overspend
Y	Less than 2.5% or any underspend
G	Exactly on Budget

Key Project Milestones Status	
R	8 weeks or over
A	4 weeks – 7 weeks
Y	1 week to 4 weeks
G	1 week or under

					early and regularly	
RR38	Digital Requirements	Not meeting expectations	A	Quality and Cost	Workshops in progress and budget needed.	The digital requirements are included in the infr business case as a menu which can be retained or removed.

2.2 Key Issues [all red and increasing amber]						
Issue ID (updated)	Issue Title	Description	RAG Status	Issue Type	Resolution Plan	Dated Comments
IL 2	Cost - VAT on programme costs	VAT will apply to elements of project and programme costs	A	Cost	identify with Tax Manager build elements	VAT will apply at 20%. Impact within Cost report received 9/5/22
IL 4	Programme	No details yet on-site wide delivery programme	A	Time & cost	resolved the space requirements in principal and business case on the agenda	XX have provided a new programme as in the infrastructure business case.
IL 18	Delivery options	Single project delivery without site wide consideration will impact programme and cost	A	Time & cost	to be considered by P & D workstream - June 22	A phase approach appears likely. Assessment part of programme as above
IL 20	Site Capacity/Spatial needs	Need to identify early the options available for occupation	A	Time & cost	Assessment considered in the infrastructure business case	Final requirements being evaluated by Architect for 'fit' on site. Needs resolution by mid June '22

3. Financial Summary - Capital

Total Approved Budget	Total Projected Spend	VAR Underspend (Overspend)	Total Actuals to Date (inc VAT)	Total Remaining Budget (inc VAT)	Total Approved Contingency	Total Remaining Contingency	21/22 Projected Spend	21/22 Planned Spend to Date (inc VAT)	21/22 Actuals to Date
Current Month: April 22 (readjusted estimates)									
e£85m ex vat	under review		£38,862,628	£46,137,372	tbc	tbc		£38,376,976	
Last Month: March 22									
e£85m	under review		£38,723,922e	£46,276,078e	tbc	tbc		£38,878,006e	

3.1 Financial Commentary

- The cost consultant has been assisting alongside xx with the costs included in the infrastructure business plan.
- All budgets into a single XX Revenue and Capital budget is nearly complete.
- Realignment of the MTFP for XX will be required and is also subject to consideration of the new cost indications in the business case.
- Delegated financial authority for incoming chair of the Board may need to go to Council. - Awaiting final confirmation of process

4. Timelines – High Level Milestones

Re Assessment of programme plan received 21/6/22 from xx will take place in July. Current key dates in the short term are:
<ul style="list-style-type: none"> Approval of Design Team, budgets, programme and infrastructure business case at 30 June 22 Board. Vacant possession – 4 October 2022

4.1 Timelines Commentary

The full set of key milestones over the programme lifetime is not available at present. The Council business case indicated there was a potential to deliver DN and XX (if this was subsequently agreed) in the 2023/24 financial year. An updated programme by xxwas received and dated 21/6/22. A programme is included in the infrastructure business case presented to the Board earlier on the agenda.

5. Resources Commentary

Resources are currently **amber** but improving as clarity on role and responsibilities are being established. The estates and DTS resources are now active and being coordinated. A programme finance resource has been assisting and an external candidate appointed from the 30 June 2022. The day-to-day operational requirements for campus resourcing (both estates and DTS) are being considered and implemented and clarity on TUPE/transfer of current site staff is proceeding. PMO staffing target is late Autumn 2022 for a full complement

Programme Contingency and Change Control

Change Ref	Description	Cost	Programme	Other	Status

Example of reporting changes and use of designated contingency

Delivery of Key Benefits: potential changes

Benefit Ref	Description	Change	Impact	Other	Status

Example of reporting changes and use of designated contingency

Other Matters

Item	Comment
General stage progress	Preparation of Design Brief from Client requirements being developed in more detail. Infrastructure Business Case developed for the whole site.(on agenda) with the latest brief/client requirements.
Procurement progress	Appointments for the primary design team and XX are on the Agenda (Item 4). Delegation to the future x workstream for secondary appointment of consultants.
Proposed form of contract (e.g.JCT, NEC, Traditional, D&B)	TBC.
Proposed route to market	Framework for Design Team, QS and Outside PM. TBC for Contractor(s)
Legal progress	Land purchase complete. Primarily around future and ex. tenancies and TUPE. Seeking single lease with Browne Jacobson rather than current 3
TUPE	Estates Ops team leading with legal and progressing.
Surveys	Further surveys required post 4/10/22. Some site visits now taking place.
Statutory updates	No updates.
Health and safety	The Operations Subgroup are considering post 4 October 2022 issues.
DTS, FF&E update	Network design undertaken and awaiting report and confirmation of costs.
Civic Matters	Consideration to civic dinner at CM shortly after vacant possession.
EDI	First draft EIA with Infrastructure Business Case.
Lessons Learned	PMO maturity in assessment and confirmation stage. LL being recorded as programme progressed
Workstream Summary	

Project Financials

This will follow when an overall budget is determined and agreed and will reflect as much detail as the Board requires and will be overseen by the x Group. It will summarise the spend profiles as agreed over the period of the programme and actual spend and be monitored by a project accountant.

Financial Summary - Castle Meadow Campus

Rows 4 to 37 below are to be inserted into the 'Project Financials' section at the end of the Highlight Report - you should copy and paste (special) as a picture and make sure to align in front of text

Overall Financial Summary (annual)									
Period:	21/22	22/23	23/24	24/25	25/26	26/27	Totals	Fiscal Year to Date	Comments
Approved Budget	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	[input]
(Funding Source 1)	[input]	[input]	[input]	[input]	[input]	[input]	£0.00	[input]	[input]
(Funding Source 2)	[input]	[input]	[input]	[input]	[input]	[input]	£0.00	[input]	[input]
Actuals / Forecast	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	[input]
Variance (K)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	[input]
RAG Status:									[input]

Current Fiscal Year Breakdown (monthly)															
Period:	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Q3	Jan	Feb	Mar	Q4	Comments
Approved Budget	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	[input]
Actuals / Forecast	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	[input]
Variance (K)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	[input]
RAG Status:															[input]

Project Management Actual & Forecast Fees												
Total Projected Spend (excl. Project Management Fees, Programme Management Fees and Project Contingency)	Project Management charge (fee %)	Total charge for Project Management fees	Total Projected Spend (excl. Programme Management Fees and Project Contingency)	Royal Institute of British Architects (RIBA) Work Stages								
				0 Strategic Definition	1 Preparation and Brief	2 Concept Design	3 Detailed Design	4 Technical Design	5 Construction	6 Handover and Close Out	7 In Use	
£0.00	N/A	£3,000.00	£3,000.00	[input] % complete	[input] % complete	[input] % complete	[input] % complete	[input] % complete	[input] % complete	[input] % complete	[input] % complete	[input] % complete
				Hourly	£200.00	£300.00	£450.00	£900.00	£900.00	£150.00	[input fee]	[input fee]

Key (cell colour)	Key (budget variance)
Manual input	B 5% overspend
Automatic calculation (LOCKED)	A Less than 5% overspend or any underspend
Future	G Exactly on budget
Header 1 - Section	
Header 2 - Heading	
Header 3 - Analysis	

Values from the following table must be pasted into section 4. Financial Summary within the highlight report:

Total Approved Budget	Total Projected Spend	MBT Overspend (Overspend)	Total Actuals to Date	Total Remaining Budget	Total Approved Contingency	Total Remaining Contingency	21/22 Projected Spend	21/22 Planned Spend to Date	21/22 Actuals to Date
£0	£0	£0	£0	£0	£0	£0	£0	£0	£0