
Project Management System

Stage 2: Project Proposal

The purpose of a Project Proposal (Stage 2 or Gateway 2) is to monitor its development; ensure that relevant impacts (positive and negative) have been identified; and make sure adequate resources are identified to enable delivery of the project.

On-line system and data entry

The Project Proposal for a project (Gateway 2) is uploaded onto the system using a number of pre-defined pages or sections. For the Project Proposal there are twelve sections to be completed.

The notes that follow below are intended to provide a step by step guide to enable completion of the document and submission to the appropriate Project Board and Programme Board for written approval.

It is important that the Project Proposal is completed in a specific sequence, this is because of the way in which comments are sought from the many potential areas of interest within the Council.

In sections 4 to 11 you are asked to identify those corporate lead officers that should comment on the Project Proposal.

Once sections 4 to 11 and the rest of the form have been completed it should be Saved (NOT submitted). Saving the Project Proposal will issue automatic emails to each of the corporate lead officers that you have identified.

The Project Manager (or the person completing the Project Proposal) should collate the responses from the various corporate lead officers.

Only when all of these have been received should the Project Proposal be re-opened, completed with corporate lead officer comments and then submitted.

Please Note – each time you Save the Project Proposal, automatic emails are issued to all of the consultees you have identified (sections 4 to 11). This is the reason you are asked to collate comments from corporate lead officers, finalise the form and submit it in one session. If corporate lead officers comment's are added over a number of sessions automatic emails will be issued to all of the consultees you have identified each time you save the Project Proposal

Section 1 - Project title and key contacts

Project name – enter the formal name of the project, this should be the name identified in the Project Mandate, Stage 1 document (G1). It is acknowledged that the title of a project occasionally change during the lifetime of a project, however this should be minimised to avoid confusion within the project team, funders and record keeping.

Please note – a change in a project’s name, as with any other significant change, will require the completion of a Change Request form (part of Gateway 5, Delivery document set)

Project description – provide a high-level summary of the project, refer *What is the project?* contained in the Project Mandate, Stage 1 document (G1) approved previously for your project.

Project type – check (tick) those boxes that apply. Although there is an option for *Other* project types and you are asked to provide details, please ignore this request.

Project manager – enter the full name and NCC Job Title of the project manager responsible for the day-to-day delivery of the project.

Project sponsor - enter the full name and Job Title/role of the person that instigated and oversees the project. If this is Councilor or an external individual also identify the senior staff member within NCC that has “ownership” of the project.

Project Manager Contact tel – enter Project Manager’s full, external telephone number together with their internal extension.

Project Manager Email - this is an optional field for the Project Manager’s email address to be provided. It is only relevant if the Project Manager is not completing the on-line form; refer **Email/Confirm** email below.

Completed by – enter the full name and NCC Job Title of the person completing this form.

Date – this will be populated automatically by the software as you upload data.

Email – this will be populated automatically using the log-in details of the person completing the on-line Project Proposal. **Please note** that future notifications, including Programme Board approvals will be sent to this email address, i.e. if the Project Manager wishes to receive formal notifications they need to be the person completing the on-line Project Proposal.

Confirm Email – this will be populated automatically as above (direct).

Sections 2 and 3 - Strategic Fit

Lead programme – Insert the name of the Programme Board that considered your project initially. (refer to the approved Project Mandate for your project).

Linked programmes – identify other NCC programmes that the project will contribute towards. This will ensure the overall impact of your project is understood and decisions relating to it are made in the appropriate strategic context.

Project activities/outputs – Please list the key measurable items that the project will deliver. Consider all stages of the project including periods of design, consultation and operation, not just the core elements such as delivery of training or the construction of a building.

Contribution to programme – your project will contribute in specific ways to the objectives of the overall programme. These should be identified to ensure that the project is seen in the context of how it fits with wider policy objectives. Individual projects may not completely deliver a particular objective, or the negative impacts of one project may be mitigated by the impact of another project in a programme. This emphasises the need to review project impacts (positive and negative) at programme level.

Other project options – list the other options that have been considered for the delivery of Programme objectives and explain why the project being put forward represents the best way to deliver these.

Links to Administration Priorities (select one only) – Many projects will respond to a number of Council Priorities. However please select only the main one that applies.

The Newcastle Way – no longer in use, completion is not mandatory so form can be completed and submitted without checking (ticking) any of the themes

Related ward(s) – check (tick) those wards that are affected directly and indirectly by the proposed project (if any). Do not forget that this may not be limited to a specific ward, for example training may take place in one ward but draw trainees from a wider area, or a facility built in one ward may draw users or impact on wider areas (e.g. traffic, potential pollution).

Related portfolio(s) – check (tick) each box that will have an interest in the project or need to be aware of the proposal.

Sections 4 to 11 - Corporate Considerations

The purpose of these sections is to ensure that all relevant parts of the Council are aware of the proposed project. Input is needed from a number of specialist areas and adequate resources need to be identified early to enable future delivery of the project. When you Save the completed form, the system will generate an automatic email to each of the corporate lead officers you have selected.

General – the form identifies a number of areas of specialism. In each case you are asked to identify whether or not input is required. If input is required you are asked to outline the input needed or set out the issues to be considered and include detailed comments from corporate lead officers. If you are at all uncertain about the need for input from colleagues it is always best to contact them to discuss in advance of submitting the Project Proposal (a hyper-link to email and telephone extension is provided in each case).

Additional requirements - these are identified below.

Adult health/Health Inequality, section 4 – a hyperlink is provided that provides background information for this service.

Revenue Finance, section 6 – you are asked to check (tick) the relevant Finance officer to ensure issue of the Project Proposal to the correct part of the Revenue team.

Partnerships, section 7 – you are asked to check the relevant bullet point to confirm whether there are any partner organisations for the project. If there are partner organisations these need to be identified by providing their full title.

Communications, section 7 - you are asked to check the relevant bullet point to confirm whether press office or specialist communications support may be needed. If input is required you are asked to provide an outline of the need.

Construction Design (Management), CDM Regulations, section 8 – you are advised to contact Stuart Turnbull if there is any element of construction or building or demolition within your project. A hyper-link is provided to the detailed guidance available on NCC’s specialist intranet page for this important issue.

CDM Regulations place liabilities on both Newcastle City Council and individual officers.

If you are in any doubt, please liaise with Stuart Turnbull before submitting the Project Proposal.

Energy and Utilities, section 8 – a hyper-link is provided to guidance notes and sources of further information.

Community Cohesion, section 9 – in addition to the general request, you are asked to respond to four specific questions.

Equalities and Diversity, section 10 – in addition to the general request, you are referred to the Equality Impact Needs Assessment (EINA). Hyper-links are provided to separate guidance on completing EINA documentation. Please liaise with your Directorate Equality Representative if you have any concerns about the completion of this section.

Environmental Sustainability, section 11 - in addition to the general request, you are asked to respond to three specific questions. These are answered by checking (ticking) those boxes that apply. If the options provided do not adequately describe your project there is an opportunity for you to tick “other” and input information into the text box.

Section 12 - Risk and Impact Assessment

Estimated resource requirement – provide the best available estimate of the total value of the project. This needs to include both capital and revenue cost together with management costs and external fees/consents. If revenue costs are part of the cost it is important to state the period for which these apply.

If it is not possible to give an accurate total figure by checking (ticking) the relevant bullet point to indicate the likely range of total project value (as above this needs to include both capital and revenue cost together with management costs and external fees/consents).

Proposed funding source(s) - check (tick) the relevant funding source(s). Provide further detail in the text box including the amount being sought, the status of the application and the likelihood of success.

Timescale – if the timescale of the project is known enter this (in months) in the space provided. Alternatively if the programme is less well defined, provide an estimate by checking (ticking) the relevant box.

Key stakeholders – please identify the main internal and external individuals or organisations that will have interest in the project.

Links – list any other project, programme or objective that will benefit from the implementation of this proposal.

Dependencies – many projects need input or contributions from other projects or programmes before they can be completed. For example a new school might require the completion of a new access road and footpaths that are to be delivered as a part of a separate highways project, or a training programme may be dependent upon teaching space or the provision of computing facilities before it can be delivered. Significant dependencies of this nature should be identified here.

High level risk review – although detail may be limited at this stage of the project and risk registers are not in place, please provide an early indication of the 3 main risks and a summary of how these will be dealt with.

Saving and submitting

Save for later – use this function if you are unable to complete the Project Proposal in one session. You will be sent an automatic email that will give you a hyper-link that can be used to log back onto the system to complete and submit the Project Proposal at a later date. Please note that the hyper-link will be sent to the person completing the on-line Project Proposal.

Important – as noted in *On-line system and data entry*, the Project Proposal should be completed in a specific sequence, this is because of the way in which comments are sought from the many potential areas of interest within the Council.

Once sections 4 to 11 and the rest of the form have been completed it should be Saved (NOT submitted). Saving the Project Proposal will issue automatic emails to each of the corporate lead officers that you have identified.

The Project Manager (or the person completing the Project Proposal) should collate the responses from the varuious corporate lead officers.

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Submit to – once complete use the drop-down menu to identify the relevant Directorate Programme Manager (DPM);

Directorate	Directorate Programme Manager (DPM)
Adult & Culture Services	Lindsey Cooper
Central Services	Andy Graham
Children's Services	Janette Brown

and then submit the form by pressing **Submit**

What happens now?

Once you have submitted the Project Proposal it will be formally taken to the next Programme Board by the DPM for formal review. For avoidance of doubt it is not the DPM's responsibility to seek or collate responses from the corporate lead officers, this is the responsibility of the Project Manager.

The Programme Board's review of the Project Proposal will be formalised and issued by the DPM in a "locked" pdf format. It will include completion of the Gateway 2 section at the close of the Project Proposal, this will place the project in one of the following categories;

- approval to proceed to Business Case (Stage 3);
- project not to be taken forward;
- further information is required to enable re-consideration of the Project Proposal by the Programme Board (the specific additional details will be identified), the form will remain "live" to enable the additional information to be provided;
- Programme Board grants conditional approval (detailed conditions will be identified);

or

- submission rejected, comprehensive amendments required before Project Proposal can be re-submitted

If you need to clarify any issues regarding the submitted document contact your Directorate Programme Manager in the first instance (see above).