



Three Rivers District Council

PROPERTY INFORMATION SYSTEM

PROJECT INITIATION DOCUMENT (P.I.D. Lite)

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1 Introduction

1.1 Purpose of the document

- The project will ensure that the Council has current information readily available on its property holdings to maximise the benefits achieved from its property portfolio. Management of assets will be a key element of the Commercial Strategy
- The project will allow for the implementation of a property system. It is planned to jointly procure the new system through the Shared Services arrangement with Watford Borough Council to reduce costs.
- Final costs will be determined as the result of the procurement process but are estimated at £20k per annum plus £50k implementation costs.

1.2 Executive Summary

- 1.2.1 The council's commercial strategy requires it to effectively manage its asset base to maximise its service and income generation potential. The asset register is also key in supporting financial reporting.
- 1.2.2 At present the Councils asset register is held on spreadsheet leaving it more open to error and omission. Watford BC is currently replacing its existing property system providing a unique opportunity to work together to reduce overall cost and improve efficiency.

1.3 Project Objectives

- 1.3.1 To implement a new property system to maintain the Council's asset register and promote improved property management.

1.4 Current issues and priorities

- 1.4.1 In this section highlight what issue/s the project is designed to address and which Strategic Themes or Aims it will meet. A good format is to:
- To ensure the financial sustainability of the Council.
 - The project will ensure up-to-date, fit-for-purpose information on the Councils asset base and planned programme maintenance needs to support the Council's Commercialisation agenda. The system will support the effective management of the council's asset base to maximise income and service potential of its assets.
 - Delivery of an up to date asset register with information to support effective asset management, income generation and maximisation of service potential.

1.5 Implications of project not being complete

- 1.5.1 Insufficient quality of information to manage the Council's assets effectively.

2 Business Case

The business case for the project is about supporting strategic objectives relating to organisational efficiency and effectiveness and use of resources.

Why should this project be undertaken?

- The project will ensure up-to-date, fit-for-purpose information on the Council's asset base and planned programme maintenance needs to support the Council's Commercialisation agenda.
- The system will support the effective management of the council's asset base to maximise income and service potential of its assets.
- The project will allow for joint procurement of the system, through the existing shared service mechanism, with Watford Borough Council to save implementation costs and ongoing support costs.

How will project success be measured?

- Successful system implementation.
- Ongoing improvements in asset management to support the Commercial Strategy.
- Improved asset information and improved reporting.

2.1 Project Definition

2.2 Outputs and Outcomes

Outputs

- Procurement of a new property system.
- Validation of existing data and loading of property data on to the new system.
- System implementation, including meeting data requirements for financial reporting and improved asset reporting.

Outcomes

- up-to-date, fit-for-purpose information on the Council's asset base and planned programme maintenance needs to support the Council's Commercialisation agenda.
- effective management of the council's asset base to maximise income and service potential of its assets

2.3 Benefits

2.3.1 The benefits are set out above.

2.3.2 The project will be managed by a joint team drawn from property professionals at both Three Rivers Council and Watford Borough Council and lead by the Head of Finance. Additional finance support will be drawn upon as required from within the finance team. Project management support will be provided by Watford Borough Council. IT support will be drawn from the shared IT service.

3 Project Costs

3.1 One off project costs

- 3.1.1 Three Rivers' share of one off project costs are estimated at £50,000. This includes one off system design and implementation costs, including training and procurement costs. Some provision has been made for data cleansing and upload but other project management resources are expected to come from within existing teams.
- 3.1.2 Project costs are shared with Watford and savings in procurement and implementation are achieved as a result. There may be the opportunity to work with other local authorities to further defray these costs.

3.2 Financial viability

- 3.2.1 Projected ongoing costs of £20,000 per annum are estimated based on current systems costs for Watford and initial soft market testing. The final figure will depend upon the outcome of the procurement exercise.

3.3 Resources and skills

- 3.3.1 Additional support will be required for implementation from the preferred supplier and an allowance has been made for temporary resource to assist with data cleansing and loading.
- 3.3.2 Existing internal resources will be drawn from both authorities property teams, the shared finance service, Watford project management office and the shared IT service.

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Has the project been agreed by the Head of ICT?

Yes	x
No	

3.4 Equalities

Is this project responding to an Equality Impact Assessment?

Yes	
No	x

If yes, please provide brief details of the EIA...

Has an [Equality Impact Assessment](#) been undertaken for this project?

Yes	
No	x

If yes, what are the outcomes and how do these link to the project?

3.5 Data Protection Impact Assessment (DPIA)

Has a [Data Protection Impact Assessment](#) be completed for this project?

Yes	
No	x

If yes, please attach a copy
If no, why not?

3.6 Risks

[Risk Management Strategy](#)

Nature of Risk	Consequence	Suggested Control Measures	Response (tolerate, treat, terminate, transfer)	Risk Rating (combination of likelihood and impact)
Inadequate asset information that is not fit for purpose.	Loss of income generation opportunities and service potential. Increased maintenance costs.	Implementation of property management system.	Treat	3
Failure to implement new system effectively	Inadequate data for property and financial management purposes	Effective project management supported by Watford Project management Office	Treat	3

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Very Likely ----- Likelihood ----- Remote	Low	High	Very High	Very High
	4	8	12	16
	Low	Medium	High	Very High
	3	6	9	12
	Low	Low	Medium	High
	2	4	6	8
	Low	Low	Low	Low
	1	2	3	4
	Impact Low -----> Unacceptable			

Impact Score
 4 (Catastrophic)
 3 (Critical)
 2 (Significant)
 1 (Marginal)

Likelihood Score
 4 (Very Likely (≥80%))
 3 (Likely (21-79%))
 2 (Unlikely (6-20%))
 1 (Remote (≤5%))