

Project Management – Check Sheet *Amend this Check Sheet to suit your project*

A: SET UP – Start-Up	Y	N	COMMENTS
1 Developed the business case?	Y		The full business case has been prepared. At over 1000 pages long the case is comprehensive and fully costed by specialists in their field of work.
2 Is a full options appraisal necessary?			Full options appraisal have been carried out for two of the priority projects to full business case level.
3 Is the project in line with the strategic plan?	Y		The Campbeltown THI supports the aims and priorities of the Councils Corporate Plan, the single outcome agreement, the Structure Plan, the Local plan, the Yellow Book study and the Campbeltown and Kintyre Action Plan.
4 Has the project received sign off by sponsor or project board?	Y		The Campbeltown Town Centre Regeneration Steering Group have approved the full business case for submission to the HLF.
B: SET UP – Initiation			
1 Has a PID or project definition form been completed?		N	This project has reached the submission of a full business case stage without a PID being identified. That said HLF applications demand many of the same requirements of Prince 2 and they have been fully integrated into the business case submitted for the THI.
2 Are roles explicit and documented?	Y		The roles of both individuals and organisations have been clearly set out by the full business case
3 Are levels of authority clear?	Y		The levels of authority have been fully established in the full business case
4 Have you carried out a stakeholder analysis and planned accordingly?	Y		There has been extensive community engagement with this project which has been fully documented. Principle stakeholders have been included within the management structure of the project to allow them to influence how the project will be delivered.
5 Have you assessed risks and put a plan into action to monitor them?	Y		A full risk assessment has been carried out and mitigation measures have been implemented. The risks associated with the project will be monitored on a quarterly basis and acted on accordingly.
6 Are you clear what is driving the project Quality, Cost or Time (1 only)	Y		Cost – There is a finite budget that must be adhered to. This aspect of the project has been fully set out in the full business case
7 Have clear project review procedures been established?	Y		The project has established a full monitoring schedule that allows the project to respond quickly to changing priorities or situations arising.
8 Has planning started for a start up workshop (or series of workshops)?	Y		A full training plan has been established which includes “raising awareness” events to help launch the THI
9 Team selection – have you got the correct mix of	Y		The management structure of the project contains a wide range of different skills

skills and professional experience?			and expertise to cope with the demands of the THI. There will be a need however to recruit a part time THI Project Officer and Admin and Finance assistant following the commencement of the project.
-------------------------------------	--	--	---

C: PLANNING	Y	N	COMMENTS
1 Have you broken the project down into its component products – product breakdown	Y		The project has been fully broken down into costed elements. Specific budgets have been allocated to different target buildings, public realm works, administration costs, training costs and publicity and promotion activities.
2 Have you created product descriptions	Y		
3 How accurate are your estimates? If a low percentage then recalculate	Y		The estimates have been fully costed by a QS experienced in delivering local build projects in Argyll. The figures have also been checked by specialist conservation practitioners. The district valuer has also provided information on likely property valuations following refurbishment and the training plan has been fully costed by training specialists. It is regarded that the estimates are highly accurate but are subject to market fluctuations due to the nature of the THI project and the work envisaged.
4 Have you developed a milestone chart or produced a Gantt chart, or a product flow diagram?	Y		A full spread sheet has been completed for all target buildings and their likely completion date. The training plan has also been fully costed with times allocated for each identified course to be completed by. The project has also been broken into different phases to allow the early closure of the project if funds are exhausted prior to the scheduled end in 2013.
5 Have you developed an overall project budget? Have you sought advice from financial experts?	Y		The project has been fully broken down into costed elements. Specific budgets have been allocated to different target buildings, public realm works, administration costs, training costs and publicity and promotion activities. This has all been done by specialists in their field.
6 Have you identified the critical path for the project?	Y		
7 Have you developed a communications plan and included its component parts into the Gantt charts?	Y		There in communication plan as such but communications is a key aspect of this project which has been included in the training plan. The creation of a prominent office in Campbeltown will act as a constant communication hub for the project that will continually be added to as the project progresses.
8 Are you continuing to carry out risk analysis	Y		The risk analysis will be constantly updated by the THI project officer

throughout the project?			
9 Are quality standards high? How do you know?	Y		The project has to provide a high standard of workmanship to specific standards as demanded by the project funders. For example training courses offered are required to have all necessary accreditation in place prior to their implementation. If standards are not met there will not be any payment as grant conditions clearly identify from the outset what standards are demanded.
D: DELIVERY			
1 Have you identified the appropriate type of control – loose versus tight?	Y		The project has a fairly tight control given the complexity of the project and the different elements involved. Procedures have been put in place to ensure checks are made at appropriate stages and a scheme of delegation has been established to allow the project to proceed in line with established deadlines.
2 Project reporting – are you clear who reports what and to whom and how?	Y		This has been fully set out in the full business case
3 Do you have a clear procedure for managing change?	Y		This will be the responsibility of the main project board which is in this case the Campbeltown Town Centre Regeneration Steering Group. Major change will also be subject to reports being made to the HLF and the Council's SMG.
4 Have you developed a planned versus actual schedule? How up to date is it?	Y		Progress of the project will be monitored on a quarterly basis which will allow a rapid reaction to targets not being met.
5 Tolerance – have you an agreed tolerance figure?		N	There has been to set tolerance figure as budgets have been set. There will be variation between elements of the project but decisions need to be taken within the constraints of the finance available as there is no possibility of additional funding at this stage.
6 Variations – are these quickly flagged?	Y		Progress of the project will be monitored on a quarterly basis which will allow a rapid reaction to targets not being met.

E: CLOSEDOWN AND REVIEW	Y	N	COMMENTS
1 Post project review has been planned?	Y		The project is subject to a full monitoring and evaluation report at the end of the project to measure all outputs achieved and assess what lessons need to be learned for future projects
2 Learning identified?	Y		The project is subject to a full monitoring and evaluation report at the end of the project to measure all outputs achieved and assess what lessons need to be learned for future projects
3 End of project review reports are produced and circulated?	Y		The project is subject to a full monitoring and evaluation report at the end of the project to measure all outputs achieved and assess what lessons need to be learned for future projects