

Knowle Green Programmes – Asset Management Board

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Project Name	Budget	Progress against Milestones	Benefits Realisation	Risks & Issues	Stakeholder Engagement	Resources	Project Manager	Project Sponsor	Anticipated Completion Date	Project Status
Knowle Green: Relocation	Green	Green	Green	Green	Green	Green	DP	TC	March 2019	Project Status: Green Latest highlight report received: 18/08/15 <ul style="list-style-type: none"> Tenders 'opened' and reviewed, but, Cabinet involvement/direction required. Team Meeting requests have been issued and acceptance received by approximately 25%. Request made of MAT to reiterate the importance and request support of this communication to their DMTs. Third Knowle Green Planning Day scheduled for Monday 05th October. Telephony Relocation Project has been initiated so as to identify the functional requirements, Service needs and business advantages offered by the respective telephony systems. "Kick-off" meeting scheduled for 26th August. Linda Norman has been appointed Project Manager with Dave Phillips the Project Sponsor.
Knowle Green: Redevelopment	Green	Amber	Green	Green	Green	Green	HM	TC	May 2015	Project Status: Green Latest highlight Report Received: 18/08/15 <ul style="list-style-type: none"> 6 tenders – redevelopment, 6 - relocation and redevelopment, 7 - relocation Tenders being assessed with evaluation matrix
Knowle Green: EDMS IDOX Document Management System Implementation	Green	Green	Green	Amber	Green	Amber	JB	HD	Phase 1: October 2015 IDOX: November 2015	Project status: Green Latest Highlight Report received: 09/07/15 . <ul style="list-style-type: none"> Base IDOX DMS software installation completed. SAN and a new volume have been set up by IT to accommodate the DMS Basic document types agreed for all categories. IDOX in the process of set up. Docloader (link to Uniform) configuration partially in place. Final set up to be completed on 20 July. Order placed for the Civica data extract for Planning, Building Control, Enforcement, Historic Grants Data migration dates supplied by Civica. Work will be completed out of hours. <ul style="list-style-type: none"> First sample data extract completed by Civica on 6 July. Full data cut scheduled from 30 July to 7 August (140,000 documents) Differential data to be extracted immediately prior to go live with Planning.(tba) SBC IT to split the data file provided by Civica into category types for import into IDOX IDOX to complete review of sample data set and confirm dates to run into the test DMS system. Also to confirm dates for the full data extract import to DMS (to match the Civica output dates.) Document type matching exercise to be completed for all data being extracted from Civica to ensure it is directed to the correct document type in IDOX First phase of UAT completed and issues sent through to IDOX. Items identified to be addressed on the 20 July when they dial in to review and fix. The IT project lead (Karl Dyer) has left the organisation and Chris Thompson now acting in this role. Regular weekly teleconferences ongoing with the IDOX project manager and monthly meetings of the internal project team. <ul style="list-style-type: none"> First 2 phases of IDOX billing milestones completed and paid.
Knowle Green Agile Working	Green	Amber	Green	Amber	Green	Amber	JB	LN	31 st Jan 2017	Project Status: Green Latest Highlight Report received: 31/07/15 <ul style="list-style-type: none"> Replacement Project Manager interviews took place on 30 July. Suitable candidate selected and offer made. Meeting took place on 21 July to scope the Environmental Health hot desking pilot. Agreed that this will act as a pilot for the corporate Agile Working project as well as for the E. Health LATC Visit undertaken to Horsham District Council on 8 July to see their new office layout, design and to discuss their experiences around the transition to a hot desking/flexible working environment. Some very useful ideas and tips gathered which can be applied to our project.
Relocation Telephony							LN	DP		Project Status: Green Latest Highlight Report received: xx/xx/xx <ul style="list-style-type: none"> Project Kick-off meeting held on 26th August.
Use of Assets Programmes – Strategic Housing & Community Board and Asset Management Board										
SBC Local Housing Company										Project status: Pre-project Planning
SBC Local Lettings Agency										Project status: Pre-project Planning
Airport Parking	Green	Amber	Amber	Green	Green	Green	CM	TC	Dec 2015	Project Status: Green Latest Highlight Report received: 28/07/15 . <ul style="list-style-type: none"> Planning consultant appointed and documents sent through Cabinet Member updated Allotments Officer updated Legal identifying documents for Secretary of State approval to change use of allotment site Secretary of State department contacted regarding change of use for allotment site Planning documents being prepared

SUT Development Development of Tothill car park / Elmsleigh Phase IV (Priority 3 (1))	Green	Green	Green	Green	Green	Green	HM	RT	01/12/17 development completed	Project status: Closed Closure report received for current project. Review of project to be scheduled.	Closure report received 12/11/14
SUT Development Development of Bridge Street Car Park (Priority 3 (2))	Green	Green	Amber	Green	Green	Green	HM	RT	01/10/17 development completed 01/10/17 (development completed – revised 05.14)	Project status: Amber Latest highlight report received: 18/08/15 <ul style="list-style-type: none"> • Press release agreed by all parties and issued • Meeting with Bellway team re planning process and timescales • Meeting with Head of Sustainability re BUPA spaces and parking order • Meeting with Community Development Manager re winter shelter • Sea cadets 'chased' re lease • Design SE confirm their continuing involvement in planning process re design 	
SUT Development Development Riverside Car Park (Priority 3 (3))	Green	Amber	Green	Amber	Green	Green	HM	RT	Scheduled development completion: 01/06/16	Project status: Amber Latest update received: 18/08/15 <ul style="list-style-type: none"> • Cabinet budget briefing – update on current position and design competition. • Cabinet agreement – asset strategy to be developed for the town centre including this site. • Asset sub group meeting held – views expressed re keeping river views open 	
SUT Development Staines-upon-Thames promotional document and website Priority 3 (4)	Green	Amber	Green	Green	Green	Green	HM	RT	20/03/15 (with revised scope)	Project status: Amber (video only) Latest highlight report received: 18/08/15 <ul style="list-style-type: none"> • Draft video provided to SBC • Meeting held with Simon Twilley re issues and areas of additional work required 	
SUT Development Elmsleigh Surface Car Park (Priority 3 (5))	Green	Amber	Amber	Amber	Green	Green	CM	RT			
Fire Brigade Relocation ***	N/A	Green	Green	Green	Green	Green	DP	TC		Project status: Closed Capital receipted Feb 2015	
Short Lane	Green	Green	Green	Green	Green	Green	CM	TC	30/11/15	Project Status: Green Latest Highlight Report received: 28/07/15 . <ul style="list-style-type: none"> • Draft Planning Statement for site produced • Staines Lammas FC meeting re football club • Costs received for top site clearing • Site being marketed • Tenders received from advert in Estates Gazetteer • Clarification requested on tenders Short List of tenders analysed 	
Ashford Multi Storey Car Park Development (Priority 4)	Green	Green	Green	Green	Green	Green	CM	TC	Dec 2015	Project Status: Green Latest Highlight Report received: 29/07/15 . <ul style="list-style-type: none"> • Development Brief and tender will be sent out • Use of site determined • Members Briefing • Fixed Asset Task Group updated • Bids for site will be returned 	
Structural Review											
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Corporate Structural Review	Green	Green	Green	Green	Green	Green	LO / JH	MAT		Project Status: Green Latest Highlight Report received: 01/07/15 <ul style="list-style-type: none"> • Applied Resilience work towards Mutual setup • Workshop to provide toolkit to senior staff to improve resilience and well being • Workshop to prepare for organisational change • Dates arranged for individual one to one support for senior staff as required • Applied Resilience contract signed for 1 September start date, Tupe related work including for pensions admission agreement in progress. 	
Alternative Delivery Models (ADMs)	Green	Amber	Green	Green	Amber	Green	LO	MAT		Project Status: Green Latest Highlight Report received: 01/07/15 <ul style="list-style-type: none"> • Applied resilience contract developed • Legal progressing business case for Cabinet approval • Head of Sustainability appointed as contract manager for Applied Resilience • Applied Resilience recruiting staff • Building control partnership report to be discussed at CEO meeting Sept15 – Guildford MD leading for West Surrey CX's • Environmental Health commencing hot desking pilot and undertaking further analysis regarding support services 	

Democratic Review										
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