

## Capital Projects Control Manual

The following schedule details the changes that are proposed to the Capital Projects Control Manual.

New Ref	Old Ref	Heading	Proposed Change
1.0	1.0	Introduction	Removed technical brief reference - reflects appointment of Head of Engineering who now advises on technical requirements.
			Removed reference to ICT projects and they have their own documented processes that are not part of capital projects. Appendix II also removed.
2.0	2.0	Managing the Capital Programme	Wording amended to reflect change to Health Board governance processes – IBG no longer in operation.
5.0	5.0	Capital Job Request Form	Title of form amended from statement of need to capital job request form to reflect a change in capital finance processes.
7.0	8.0	Feasibility	Moved from point 8.0 to point 7.0 to allow better process flow.  Financial limit of budgetary allocation removed to reflect current market forces.
8.0	7.0	Project Board	Narrative amended to clarify process for minor scheme reporting.
N/A	9.5	Brief Acceptance from Consultant	Duties covered under the framework contract.
N/A	9.6	Letter of Appointments	Covered under contract letter.
N/A	10.1	Statement of Need / Feasibility	Removed to reflect a change in Capital finance process.
N/A	10.3	Develop Operational Policies with End Users	Brief will cover all relevant information.
10.2	10.4	Sketch Plans Agreed and Signed Off	Narrative updated to reflect electronic acceptance.
N/A	10.5	Maintain and monitor project brief	Changes are reported via the capital highlight report.
N/A	10.6	Project charter	Item covered under the Pre-contract Agenda.

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	10.7	Room Data Sheets Agreed and Signed Off	Narrative updated to reflect electronic acceptance.
	11.9	KPI's	KPI's are now covered under 1 heading in section 9 overall project management to allow for ease of reference and monitoring.
12.0	12.1 – 12.10	Traditional Tenders and Quotations	Section condensed to reflect changes to Procurement process. This section would rarely be used as most contracts are let via Framework agreements.
N/A	12.14	Project Charter	Item covered under the Pre-contract Agenda.
N/A	12.15	Extension of Time and Non Completion Certificate	Not required due to the contracts utilised.
N/A	12.16	KPI Project Reports	KPI's are now covered under 1 heading in section 9 overall project management allow for ease of reference and monitoring.
13.1	13.2	Progress Notes / Meetings	Information now incorporated under 13.1.
10.15	13.3	Establish Equipping Group	Equipping is reviewed at an earlier stage in the process, now covered under 10.15.
13.4	N/A	Cost Report	Heading added to allow better financial reporting throughout the project.
15.3	15.3	Audit Checklist Produced	Submission now to the Capital Business Manager, reflects a change of roles within Capital Projects.
N/A	15.5	KPI Project Reports	KPI's are now covered under 1 heading in section 9 overall project management allow for ease of reference and monitoring.
17.0	17.0	Lessons Learned	Renamed from Post Project Evaluations to reflect working practices.
17.1	17.1	Lessons Learned	Lessons Learned exercise now to be carried out 12 months after occupation as opposed to 3 months as noted under the previous manual. Considered more beneficial as it allows more occupancy time and practical feedback.
N/A	18.0	Supporting Documentation	Information is now noted on the checklist.