MANCHESTER 1824

The University of Manchester

DIRECTORATE OF ESTATES

PROCEDURE AND INFORMATION MANUAL

EPM PM17

Project Committees for University Capital Projects

Document Originated:	April 2006	**By:**	Diana Hampson
Issue Number:	2	**Number of pages:**	4
Approved by EMG:		**Status:**	Consultation
Last revised:	Apr 2014	**By:**	S Jordan
Next revision:	Apr 2015	**By:**	TBC

Purpose

This document gives details of the arrangements to be made to establish a Project Committee for capital projects managed by the Directorate of Estates. The document defines why and when Project Committees are necessary, and their Terms of Reference.

Overview

The CVCP Procurement Guidelines on Building and Engineering Projects states: "As soon as the HEI is clear in its intention to proceed with a project to feasibility stage or beyond, it must put in place an organisational structure that enables it to fulfil the client role, and in particular that facilitates:

- Clear allocation of all responsibilities
- Effective communication between all project staff, senior officers and the governing body
- Team working and collective 'ownership' of the project
- Perceptive monitoring of progress, costs and quality
- Prompt, informed and balanced decision making"

There are two essential University actions that will strongly contribute to the success of any capital project:

i. The nomination of individual officers to key roles, i.e. Project Sponsor, Project Manager and User Co-ordinator; and
ii. The appointment of a Project Committee to represent all key areas

A separate Project Committee should be appointed for each major project. (The Funding Council's definition of "major" in this respect is £1.0m but smaller projects could be overseen by a Committee responsible for a number of such projects.)

Membership and Terms of Reference

Provided below are guidelines on membership and generic terms of reference for Project Committees for capital projects; it may be necessary to include other University officers and specific items on a project by project basis:

A Project Committee shall be set up to oversee all projects likely to cost in excess of £1.0m (construction cost) and shall exist until the final account for the project has been settled. The Committee shall meet as often as is considered necessary and the frequency will vary during the project.

Membership shall normally be:

- Director of Estates or nominee[1] (Chairman)
- The Registrar or nominee[2]
- Project Sponsor
- University Project Manager
- User Co-ordinator
- An academic non-user member
- Head of Faculty Estates

[1] Deputy Director of Estates or other senior University officer
[2] normally from the Finance Directorate

- One lay member
- One student member to be nominated by the General Secretary of the Students' Union

A secretary will be appointed to each Project Committee.

In particular circumstances, it may be necessary to extend the membership to provide specific advice.

Terms of Reference

The Project Committee shall:

1. Bring all relevant insights and interests to bear on the project.

2. Facilitate the identification and agreement of the specific requirements for the project. This will include defining the brief having regard to:

    - The Estates Strategy, strategic planning and estate management considerations
    - User requirements
    - Space standards
    - The University's Design Teams Guide and other technical specifications
    - Energy and Sustainability policies

3. Confirm priorities and resolve problems within the University.

4. Consider, and on the advice of the Director of Estates, approve the appointment of appropriate professionals (either external consultants or in-house staff); e.g. architectural and engineering design, cost control, quality control and planning supervisor services or other specialist consultants. The Project Committee shall ensure that any appointments are made in accordance with the University's Financial Regulations and it shall exercise budgetary control throughout the project.

5. Receive from the university Project Manager, regular financial reports and progress reports on the project and will advise accordingly on any particular course of action it deems necessary to ensure the successful delivery of the project.

6. Be responsible for "signing off" the design proposals developed in response to 4, above.

7. Consider, and on the recommendation of the Director of Estates, select the most appropriate form of contract, the selection of tender lists and the subsequent appointment of contractors and sub-contractors.

8. Review on a regular basis the Project Risk Register and advise the University Project Manager of a suitable course of action if it deems that an alternative approach is required to a particular risk.

9. Report to the Capital Planning sub-committee.