

Sheffield City Council Capital Approvals Process

Gateway 0 – 1
Start-up

Project commissioned to meet an identified priority / deliver specific benefits

Project Mandate drafted

Gateway 0

Mandate submitted to relevant Portfolio Management Group for approval

Initial business case (IBC) developed including notional options, feasibility plan and costs

Gateway 1

IBC submitted to programme groups for approval

Project enters Capital Programme – Monthly performance reporting commences

Gateway 1 - 2
Planning
RIBA 1 - 2

Outline business case (OBC) developed including details of options appraisal and proposed solution, conclusions of feasibility, procurement proposal, estimated total project cost and confirmed funding / funding agreements

Gateway 2

OBC and commercial documents submitted to relevant Programme Groups for approval. Cabinet will follow Programme Group approval.

Complete detailed design and tender documentation

Sponsor approval of scheme prior to release for tender

Tender Evaluation

Final business case (FBC) Developed including details of final scheme, updated risk register, Contract Award and final costs post tender

Gateway 3

FBC submitted to relevant Programme Group for approval.

Issue Contract Award

Delivery

Handover to end user

Ensure all relevant certificates and maintenance manuals are in place

Complete snagging, lessons learned review and settle final account

Gateway 4

Submit closure report to relevant Programme Group and complete benefits realisation

Gateway 2 - 3
Delivery Preparation
RIBA 3 - 4

Gateway 3 - 4
Delivery, Handover and Benefits Realisation
RIBA 5 - 6

