

Fifth Floor  
8-10 Great George Street  
London SW1P 3AE

Tel 020 7273 0001  
Fax 020 7273 0002

[www.partnershipsforschools.org.uk](http://www.partnershipsforschools.org.uk)

Dear Colleague

### **Co-location Fund Programme Management Arrangements**

I am writing to you with further details of the programme management arrangements that Partnerships for Schools (PfS) is putting in place to support the delivery of your project through the co-location fund.

As previously advised, PfS will be managing the delivery of the programme on behalf of the DCSF. We are currently establishing our programme management plans and appointing two dedicated Co-location Project Directors who will be your principal point of contact. We will advise you on these appointments in due course.

As set out in the Grant Funding Agreement (GFA) – a signed copy of which accompanies this letter – we are now looking for projects to provide us with a set of milestones for the delivery of the capital project, specifically listing key deliverables which will have been achieved by 1 September 2009, 1 December 2009, 1 March 2010, 1 May 2010, 1 September 2010, 1 December 2010, 1 March 2011, 1 May 2011 and 1 September 2011. These should be emailed to [REDACTED] PfS [REDACTED] by 31 July 2009. We will use these to monitor the progress of schemes and to inform the approach to managing the programme as a whole.

The milestones will need to be appropriate to the nature, status and size of the project and the contribution being made by the fund, but may typically include developing a Project Initiation Document, agreeing a brief, appointments of consultants, achievement of design stages, planning application submission and approval, stages in the procurement and appointment of contractors, progress on site, commissioning and occupation. Non-construction related schemes will need appropriate milestones. Where the co-location fund is contributing to a larger project, please draw on the milestones and deliverables established already.

The GFA also requires you to provide confirmation of the total amount of funding required during 2009-10 and 2010-11 financial years. The total amount of funding requested over the two financial years will equal the amount of funding set out in the original application. This should also be emailed to [REDACTED] PfS by 31 July 2009. This will be used to plan payments commencing from September 2009 (which will be 50% of the 2009-10 payment); future payments will typically be 25% of the annual allocation. There will be an opportunity to revise the profile between the two financial years if necessary in December 2009 and March 2010.

Please ensure that appropriate project management structure and resources are in place as soon as possible to successfully plan, design and deliver your project within the identified budget(s) and within your anticipated timescale (noting the programme requirement that projects must be completed by 31 August 2011).

Please can you provide a proportionate status report by 14 August 2009 including:

- Current status of procurement;
- Management structure and governance;
- Project programme, budgets and cashflow projection (consistent with the information requested in the GFA, as above);
- Key Risk Register – identifying the top ten risks to successful delivery of the project; and
- Key Issues Log – identifying any key issues that need to be addressed and any lessons learnt.

Some of this information may have been in your Bid and can be updated and resubmitted.

We recommend the early development of a suitable Project Initiation Document (PID) for local use which should include the above information. You may also wish to include other information such as the objectives, stakeholders, key roles and responsibilities, plans for transforming services, a project directory, controls and constraints, assumptions, resources, meetings schedule and a communications plan.

We are currently contacting projects directly as an introduction and to discuss project and programme issues. We are trying to develop a broad understanding of the portfolio of projects being supported by the co-location fund and the issues that they are facing. Through regular contact with our PfS Co-location Project Directors we will develop ideas for sharing good practice through seminars and the development of guidance or other material.

In addition, we are arranging two launch events for all project leads, in London and the North of England in October. These events will provide you with an opportunity to network with others and hear more about how the co-location fund will operate over the next two years.

If you have any queries about any aspects of the programme management arrangements at this stage, please contact [REDACTED]

We are looking forward to working with you



Colin Howell  
Senior Management Team Director