

Agenda Item 5

Community Space in the South

Introduction

As part of our City Plan 2024-2029, we are excited to explore the possibility of creating a vibrant Community Space in the South Ward of the city. We warmly invite you to be part of this journey by sharing your ideas and helping us envision the types of spaces, equipment, and facilities that would best serve our community. Together, we can shape a space that meets everyone's needs and aspirations!

Community Space in the South

The Community Space

* 1. How far are you willing to walk to a community centre?

- Less than 5 minutes
- 5-10 minutes
- 10-20 minutes
- Over 20 minutes

* 2. Where would you like to see a new community space

- Whyke Estate Area
- Florence Park Area
- Kingsham Avenue

Community Space in the South

Usage and Activities

As part of our survey, we would like to identify how you would likely engage with a new community space and explore what activities you would most like to see.

* 3. How likely are you to use the new community centre?

- Very likely
- Likely
- Neutral
- Unlikely
- Very unlikely

4. What do you think is currently missing in your community that the centre could address?

* 5. What activities would you like the community centre to offer? (Select all that apply)

- Fitness classes (e.g., yoga, aerobics)
- Educational workshops (e.g., cooking, crafts, IT)
- Children's activities (e.g., playgroups, after-school programs)
- Social events (e.g., coffee mornings, film nights)
- Support groups (e.g., mental health, parenting)
- Sports facilities
- Other (please specify)

* 6. What facilities are most important to you? (Rank in order of importance)

- Meeting rooms
- Gym or fitness space
- Childcare facilities
- Library or study space
- Kitchen
- Café
- Outdoor space (e.g., garden, playground)

7. What additional services would you like to see offered?

- Mental health and wellbeing programs
- Educational courses and training
- Events and entertainment
- Other (please specify)

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Engagement

8. Would you consider volunteering to help run the community centre or its activities?

- Yes
- No

9. If yes, please provide an email address for us to contact you.

10. How should the community centre communicate with residents? (Select all that apply)

- Email
- Social media
- Flyers and posters
- Community website
- Other (please specify)

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General Feedback

11. Do you have any other suggestions or comments about a new community space?

Community Space in the South

About You

12. What is your age group?

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

13. What is your gender?

- Male
- Female
- Non-binary
- Prefer not to say

14. Please provide your postcode?

15. What is your employment status?

- Employed full-time
- Employed part-time
- Self-employed
- Unemployed
- Retired
- Student
- Other (please specify)

16. Do you have children or dependents?

- Yes
- No

Community Space in the South

Thank you

Your time completing this survey is appreciated and your feedback is incredibly valuable to us and plays a crucial role in helping us improve and better meet your needs.

17. If you would like to be kept informed about our work in and around the City please provide your email address to receive our newsletter.



Project Management Framework

Introduction

The Project Management Framework provides a structured approach to managing projects effectively and efficiently. It ensures consistency, accountability, and the successful delivery of project objectives within scope, time, and budget constraints.

Objectives

- Standardise project management practices.
- Define roles, responsibilities, and processes.
- Ensure alignment with organisational goals.
- Facilitate effective communication and stakeholder engagement.
- Mitigate risks and manage changes effectively.

Core Principles

- **Clear Objectives:** Define measurable and achievable project goals.
- **Stakeholder Engagement:** Involve stakeholders throughout the project lifecycle.
- **Accountability:** Assign clear roles and responsibilities.
- **Adaptability:** Be flexible to accommodate changes while maintaining control.
- **Continuous Improvement:** Learn from past projects to enhance future performance.

Roles and Responsibilities

- **Project Sponsor:** Provides strategic direction and resources. The Project Sponsor should be one of the following: City Clerk, Parent Sub-Committee (PSC), Lead Councillor nominated by the PSC or a working group established by the PSC.
- **Project Manager:** Leads and manages the project team.
- **Team Members:** Execute project tasks and deliverables.
- **Stakeholders:** Provide input, review progress, and approve outcomes.

Project Lifecycle

The framework is divided into five phases:

1. Initiation

- **Purpose:** To define the project and secure approval by outlining its scope, objectives, and value proposition. This phase ensures there is a clear understanding of why the project is needed and establishes a foundation for stakeholder alignment. It also identifies potential risks and allocates initial resources to begin planning. Project Initiation is the responsibility of the Project Sponsor
- **Key Deliverables:**
 - Project Brief

- Stakeholder Identification
- Preliminary Risk Assessment
- Initial Budget and Timeline
- **Responsibility:** Project Sponsor with support from Project Manager

2. Planning

- **Purpose:** Develop a detailed project roadmap to guide execution and control. This phase involves identifying tasks, dependencies, resources, and timelines. Effective planning ensures all team members and stakeholders have a clear understanding of how the project will proceed and mitigates risks through proactive strategies. It also formalises the communication and quality assurance mechanisms.
- **Key Deliverables:**
 - Project Management Plan
 - Work Breakdown Structure
 - Risk Management Plan
 - Communication Plan
 - Resource Allocation
- **Responsibility:** Project Manager

3. Execution

- **Purpose:** Deliver project outcomes as per the plan by coordinating resources, managing team performance, and ensuring deliverables meet agreed-upon standards. This phase requires proactive problem-solving and effective stakeholder engagement to maintain momentum and address issues as they arise. Regular monitoring ensures tasks are completed on schedule and meet quality requirements.
- **Key Activities:**
 - Task Assignments
 - Progress Monitoring
 - Stakeholder Engagement
 - Quality Assurance
- **Responsibility:** Project Manager to lead Project Team

4. Monitoring and Controlling

- **Purpose:** Track project performance against the plan to identify and address variances. This phase ensures the project remains on track through continuous oversight, performance metrics analysis, and change management. It provides a mechanism for resolving issues promptly and ensures that any deviations are documented and corrected to minimise their impact on project outcomes.
- **Key Activities:**
 - Performance Metrics Analysis

- Issue Resolution
- Change Control Process
- Regular Status Reporting
- **Responsibility:** Project Manager to report to the Project Sponsor and PSC

5. Closure

- **Purpose:** Formalise project completion by ensuring all deliverables are handed over, stakeholder expectations are met, and lessons learned are documented. This phase involves evaluating project success against its objectives, archiving documentation for future reference, and officially disbanding the project team. It provides an opportunity to reflect on successes and challenges to improve future projects.
- **Key Deliverables:**
 - Final Deliverables Handover
 - Lessons Learned Documentation
 - Final Report
 - Project Archival
- **Responsibility:** Project Manager

Tools and Templates

- **Project Management Software:** For planning, scheduling, and tracking progress.
- **Templates:** Standardised documents for plans, reports, and logs.
- **Dashboards:** Visualise key performance indicators (KPIs) and progress.

Risk Management

- Identify risks early in the project lifecycle.
- Assess the likelihood and impact of risks.
- Develop mitigation and contingency plans.
- Monitor risks continuously.

Communication Plan

- **Purpose:** Ensure clear and consistent communication.
- **Components:**
 - Stakeholder Communication Matrix
 - Meeting Schedule
 - Status Report Templates

Quality Assurance

- Establish quality standards and criteria.
- Conduct regular quality reviews and audits.
- Document and address quality issues promptly.

Change Management

- Implement a formal change control process.
- Evaluate and approve/reject changes systematically.
- Communicate changes to all stakeholders.

Continuous Improvement

- Conduct post-project reviews.
- Document lessons learned.
- Update processes and templates based on feedback.

Conclusion

This Project Management Framework is a guide to ensure consistency, clarity, and success in project delivery. Adherence to this framework will help achieve organisational objectives and deliver value to stakeholders.