



16-19 Capital Fund: Guidance on Completing the Post-Project Review

For all recipients of 16-19 capital funding: schools, colleges and local authorities

Introduction

1. The Young People's Learning Agency (YPLA) needs to ensure that capital investment achieves the greatest possible benefit for young learners. The purpose of the post-project review (PPR) is to determine how young learners have benefited from the recipient's project.
2. The specific purposes of the PPR, therefore, are to review the intentions as set out in the approved project application and:
 - to determine the overall impact of the project on young learners;
 - to determine the specific outcomes and outputs of the project;
 - to identify any outstanding actions that are required;
 - for the final report to be presented to the recipient's appropriate authority; and
 - to contribute to the report by the YPLA on the effectiveness of the 16-19 Capital Fund.

The Process

3. A PPR should be completed between 12 and 18 months after the completion of a project. The final PPR report comprises two documents:
 - a completed post project review form and
 - a commentary
4. Each benefit the project has produced needs to be measured using pre-project and post-project information.
5. Guidance notes are provided within the template form. Guidance on writing the Commentary is below.

Guidance on Writing the Commentary

6. The Commentary needs to include your assessment on how well the project has met its objectives. The questions below ask for your assessment on the following areas: educational, financial, property, project management and governance.

Educational

7. To what extent were the educational objectives achieved? Please explain by citing the objectives in the application, and subsequent developments.
8. Have the intended curriculum areas supported by the project changed from the intentions as stated in the application? If so, please explain what the changes were and why they were necessary.
9. Have the intended number of learner places varied from those planned in the application? If so, please explain the variations.
10. If developing new or more specialist provision was an objective, please indicate what effect the project had on specialist provision.
11. Have there been any unanticipated effects – positive and/or negative – on provision in the travel-to-learn area, or on other post 16 providers?

Financial

12. If the project was not completed within the original cost estimates, please set out the reasons for significant variance from the originally approved scheme? Please refer to the information on the PPR form and explain how any cost increases have been afforded.
13. Were the original funding assumptions for additional learners met?
14. Please indicate whether there has been any change in the estimated future refurbishment costs of the asset or the year for which it is planned?
15. Were the predicted levels of teaching and non-teaching staffing costs/savings achieved? If there was a variance, why did the variance occur and how was the actual achievement evaluated?
16. Were the predicted levels of other costs and savings (planning, disposal, restructuring, property running costs such as premises costs per m²) achieved? Please explain any variances.
17. Has the project generated any unplanned income (e.g. higher levels of hiring?) If so, please explain the amounts and how this has occurred.
18. Did the project incur any costs higher than those planned? If so, please explain the amounts and how this occurred.

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19. Please can you indicate whether or not the loan (if applicable) has been fully drawn down and, if not, the level of loan drawn down. Please state whether the project caused any short-term cash flow difficulties and the reasons for that.
20. Please confirm whether you have been, or expect to be, able to maintain or improve your financial health as planned. Please set out the main factors as to why the forecast financial position has or has not been achieved up to the time of the PPR.

Property

21. If there were any additional works undertaken subsequent to the LSC / YPLA approval for the project, please indicate the nature of the additional works and the reasons for the works being carried out?
22. Did the project meet the original design brief?
23. Were late changes necessary and were they integrated into the project? If so please explain what they were and why they were needed.

Project Management

24. Was a formal system of signing off project changes and additional costs in place?
25. If there were delays in the completion of the project, please explain the reasons for the delays, and any impact they have had on learners.
26. Please comment on the performance of the professional advisors, the value and expertise they added and whether you would use them again?
27. Did any of the risks identified during project planning occur? If so, were the planned mitigating actions taken (explain, please)?
28. Have the governance arrangements proposed in the application been implemented? If not, please explain how governance will be determined, including which organisation will be responsible for the assets acquired.

Benefits and Organisational Learning

29. How will the organisation use its learning experiences from this project to improve the management of any future project?
30. What have been the positive aspects of the project?
31. What have been the negative aspects of the project?
32. Please give a full description of any user surveys undertaken along with the results and analysis.