

PROJECT INITIATION DOCUMENT

Project Name	<i>Youth Transport – Mapping and Gapping</i>
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Purpose

This document defines as concisely as possible all major aspects of the project and forms the basis for its management and the assessment of overall success.

It enables the governance structure responsible for approving projects to make the decision to give approval to the project and commit resources to it. If the project does not appear viable or worthwhile it should be stopped or referred back for further information.

Contents This publication contains the following topics:

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1. Project Background

- Transport has been identified as a key issue for young people living in Wiltshire
- Wiltshire Council has responded by devolving an additional amount of approximately £5000 to each Area Board to use as they see best within their local area. This needs to be spent/allocated by the end of March 2011
- In Marlborough, it was agreed that a transport group would be set up to look at possible uses for this funding. This has been centred on providing transport through the use of mini buses to selected events
- Alongside the work of the transport group it has been suggested by Wiltshire Councillors of the Area Board that an additional complementary task should be carried out which looks to carry out a mapping and gapping exercise of transportation in the Community Area
- This PID sets out what this work would hope to achieve and how it will be undertaken

2. Project Objectives

- To provide a clear understanding of what transport and supporting services are available in order to identify gaps and agree appropriate action to address them

3. Project Scope

The project will be confined to the following areas:

- What mini buses are available, how can they be booked and when are they available?
- What transport schemes operate?
- What bus routes are there, when do they run, how well used are they?
- Are co-ordinators (particularly in each parish) required? Are there people who are willing to act as co-ordinators? How could the young people take responsibility for this?
- What are the needs of the young people? When and where is transport required? What do they want to travel to?
- In what ways can the community be helped to help itself?
- Some analysis of this information and recommendations on the way forward

The project will not at this stage:

- Explore solutions in detail
- Not carry out significant additional consultation

4. Project Approach

It is proposed that Community First carry out this project as they have the expertise and knowledge required. The work will be mainly a desktop exercise that will collate the local information and data and present it together in a way that is clear, digestible and points to what action is required.

The information will be provided from a mixture of sources:

- Existing data e.g. bus providers, transport services, Community First, etc.
- Consultation exercises such as 'Dreams and Wishes'
- Best practice and learning from other areas

5. Project Deliverables

The project will produce a report covering those areas described in the project scope. This will be ready for and presented to the Marlborough Area Board on 8 February 2011 meeting. It will be the responsibility of the Board to decide if it wants to accept the recommendations and how to take the work forward.

6. Associated Projects

The project will compliment and run alongside the work being carried out by the transport group that aims to provide lifts to chosen events for young people who would otherwise be unable to attend.

7. Project Resources

Community First have agreed to undertake this work at a reduced rate of £1108. The funding for this will come from the remainder of the Youth Transport Money. There is an additional £5,200 available that was carried over from last year's budget that can be used to help implement any recommendations. The Board also has funding available if suitable requests are made and agreed.

8. Communication Strategy

The project will be overseen by the Marlborough Community Area Manager on behalf of the Board. They in turn will ensure that the Unitary members are kept informed of progress and that the output of the project is presented to the whole Area Board in February.