



Defining the Future

DETAILED PROJECT REPORT

FOR



Guidelines for preparing Detailed project Report

A detailed Project Report is an essential component of the project. It should be prepared carefully. Before finalising the DPR, importance should be given to carry out proper surveys, investigations and designs. Sufficient details should be included to ensure proper appraisal, approval and implementation of the project in time. Considering the importance of DPR preparation, a document intended for reference is detailed along with. The guidelines provided in this document shall be adhered to strictly. In addition, SPV can incorporate specific additional relevant details to supplement the base data.

TABLE OF CONTENTS

Sl.No.	Contents	Page No.
1	Salient Features	
2	Executive Summary	
3	Introduction	
4	Status Feasibility Studies	
5	Requirement/ Demand Analysis	
6	Functional Design	
7	Engineering Design	
8	Financial Estimates & Cost Projections	
9	Revenue Streams	
10	Cost Benefit Analysis& Investment Criteria	
11	Environmental & Sustainability Aspects	
12	Risk Assessment And Mitigation Measures	
13	Project Management Organisation	
14	Contract Management Strategy	
15	Implementation Schedule & Wbs	
16	Statutory Clearances	
17	Quality Management Plan	
18	Operations &Maintenanceplan	
	ANNEXURES	

1. SALIENT FEATURES

1.	Title of the project	
2.	District	
	Thaluk	
	Corporation/Municipality/Panchayath	
	Assembly Constituency	
3.	Implementing agency/SPV	
4.	DPR prepared by	
5.	Project outlay	
6.	Budget provision	
7.	Budget speech reference	
8.	Administrative sanction	
9.	Nature of the project (New / Existing / Upgradation)	
10.	Present status of existing	
11.	Need for the project (Brief)	
12.	Total estimated cost and item wise cost break up	
	Whether detailed estimate attached?	
13.	Details of revenue streams	
14.	Details of Cost Benefit Analysis (CBA value)	
15.	Details of project risks	
16.	Details of project management organisation strategy	
17.	Details of contract management strategy	
18.	Details of Project Implementation Schedule (PIS) & Work Breakdown Schedule (WBS) - Proposed duration to complete the project	
19.	Details of statutory clearances	
20.	Quality Control infrastructure and mechanism	
21.	Operations & Maintenance (O&M)	

	arrangements of the project after completion	
22.	Details of attached drawings	
23.	Other attachments	

2. EXECUTIVE SUMMARY

- This section shall contain brief of all relevant details discussed in the following chapters.

3. INTRODUCTION

- This section should provide a general introduction of the project being submitted.
- General introduction shall include write up on: type of the project, location of the project area, general description of topography, physiography and geology of the project area, historical background of the project, need for the project, etc.
- Aims and objectives of the project shall also be briefed in the section.

4. STATUS FEASIBILITY STUDIES

- Description of any feasibility study conducted earlier and their outcome shall be discussed in this section.

5. REQUIREMENT/ DEMAND ANALYSIS

- This section should present the specific problem(s) or issue(s) faced by stakeholders like citizens, businesses or governments that would be addressed by means of provision of improved services through the proposed project.
- In this section, describe the project proposed in terms of the rationale behind the project, clearly focusing on the existing condition (how it will help in improving the situation and bring benefits to the stakeholders).
- The rationale could be broad based and supplemented with facts and figures. Information based on objective research, not subjective impressions, should be provided to justify the need or problem. The rationale should be written in a way that would lead to objectives.

6. FUNCTIONAL DESIGN

- This section should present an analysis of different options available to achieve the objective and the reasons for selecting the proposed option should be substantiated.
- The functional design of the project is mainly achieved through field study and documentation using existing information and specifications from various standards

7. ENGINEERING DESIGN

- This section should elaborate the technology choices, structural aspects and evaluation of the technology option, as well as the basis for the technology for the proposed project.

8. FINANCIAL ESTIMATES & COST PROJECTIONS

- This section should focus on the cost estimates, budget for the project, means of financing and phasing of expenditure.
- Cost estimates have to be worked out on the basis of detailed bill of quantities using the current Schedule of Rates of the State Government (PRICE) or relevant SOR as applicable.
- Applicable taxes, contingencies, investigation charges including any O&M cost for a specific period shall be clearly specified.
- Lumpsum provisions for land acquisition etc. shall be explained in detail with justifications.

9. REVENUE STREAMS

- Options for cost recovery, if any, should be explored
- Innovative ideas for additional revenue generation may be indicated.

10. COST BENEFIT ANALYSIS & INVESTMENT CRITERIA

- Cost Benefit Analysis (CBA) is a technique whereby the costs of and benefits from a scheme are quantified over a selected time horizon and evaluated by a common yardstick.

11. ENVIRONMENTAL & SUSTAINABILITY ASPECTS

- An Environmental Management Plan (EMP) is to be developed explaining the possible environmental issues which may arise during the construction and operation of the infrastructure and associated facilities depending upon the size of the project.
- Environmental impact assessment study if mandatory and measures identified to mitigate the adverse impact, if any shall be conducted and documented in detail.

- Issues relating to land acquisition, diversion of forest land, wildlife clearances, rehabilitation and resettlement should be addressed in this section.
- Inclusion of international best practices in sustainable infrastructure management including potential low carbon, low energy, zero pollution etc. are desirable.

12. RISK ASSESSMENT AND MITIGATION MEASURES

- For those projects which involves large capital outlay and various issues relating to land acquisition, environmental aspects, a detailed and systematic risk analysis may be resorted.
- Identification and assessment of implementations risks which can lead to time overrun, cost escalation, scope reduction etc. is the primary stage in risk assessment.
- Risk analysis could include legal/contractual risks, environmental risks, revenue risks, project management risks, regulatory risks etc.
- The mitigation plans including risk avoidance, risk transfer, and risk elimination are to be well analysed and documented.
- For complex projects with multiple risk profiles, numerical modelling and simulation may be adopted.

13. PROJECT MANAGEMENT ORGANISATION

- Responsibilities of different agencies for project management of the said project should be elaborated. The organization structure at various levels, human resource requirements, as well as monitoring arrangements should be clearly spelt out.
- Management arrangements refer to the institutional structures and mechanisms that would be set up for ensuring effective project management.
- The involvement of external consultant if any shall be documented

14. CONTRACT MANAGEMENT STRATEGY

- Contracting methodology for the execution of the project should be specified in detail. (item rate, lumpsum, design and execute , EPC etc.)
- The system followed in the bidding document and manuals of reference etc. shall be explained (PWD/CPWD/ FIDIC) etc.

- Any variation proposed from the current practices acceptable under govt of Kerala (Arbitration, escalation etc.) in the system due to any specific technical aspects associated with the project need to be explained with justification.
- Any contract clause which may likely to lead to additional financial liability shall be identified and reported with suggestions to overcome such issues.

15. IMPLEMENTATION SCHEDULE & WBS

- The time bound work schedule is an important part of every project because it helps in better handling of projects in planning, implementation etc.
- This section should indicate the propose zero dateof commencement and also provide a Bar chart / Project Schedule, wherever relevant.
- Phasing of project activities, proposed contract packages and schedule of implementation for each phase.
- Identify critical dependencies in the project and expected timelines for completion of key milestones and associated process indicators for the same.
- The DPR should provide a time-bound action plan including tendering, appointment of contractors, construction schedule, quality assurance & quality control and post-construction activities, including project delivery

16. STATUTORY CLEARANCES

- This section should elaborate the statutory clearances to be obtained from the various authorities.
- Statutory approvals as per bye laws, master plan, fire safety norms, environmental clearance etc. as applicable for the project are to be taken.

17. QUALITY MANAGEMENT PLAN

- The DPR shall include information relating to the institution to be engaged in the quality assurance & quality control of the project execution.
- Methodology to be adopted to ensure the quality of construction should be clearly mentioned in the report.
- Quality management plan including the internal inspection and testing procedure shall be documented.
- Third party quality control mechanism is adopted its structure and plan shall be specified in detail.

18. OPERATIONS & MAINTENANCE PLAN

- The DPR shall incorporate/include information relating to the institution to be engaged in the O&M of the created infrastructure asset/enhanced infrastructure assets.
- Brief description/analysis of the key issues and obstacles in regard to O&M (including billing/collection issues) and proposed countermeasures to overcome them for the project should be contained.
- Requirement of funds for operation and maintenance of assets should also be included in the report.

ANNEXURES

- I. KEY MAP OF THE PROJECT LOCATION
- II. APPROVED SCHEME DRAWING
- III. GENERAL ARRANGEMENT DRAWING
- IV. DETAILED ESTIMATE
- V. TECHNICAL DATASHEETS AND DRAWINGS AS APPLICABLE
- VI. GEO-TECHNICAL INVESTIGATION REPORT (IF APPLICABLE)
- VII. COPIES OF STATUTORY APPROVALS