

PROJECT WORKBOOK

[Click HERE for the guidance](#)

PROJECT TITLE	<input type="text" value="A120 Improvements"/>
PROJECT SPONSOR	<input type="text" value="Guy Dangerfield"/>
PROJECT MANAGER	<input type="text" value="Keith BAILEY"/>
WORKPLAN/BUSINESS PLAN CATEGORY	<input type="text" value="A/B DfT CORE BUDGET MUST DO / CHOOSE TO DO"/>
PROJECT CODE	<input type="text" value="B71"/>

[Click HERE for the guidance](#)

PROJECT TITLE	What do road users want from the A120 improvements?
PROJECT SPONSOR	Guy Dangerfield
PROJECT MANAGER	Keith BAILEY
SENSITIVE?	No: the project details / outcomes are publicly disclosable
TRANSPORT FOCUS AIM	Aim 2: Making a difference for transport users through long term planning
WORK/BUS PLAN CATEGORY	A/B DfT CORE BUDGET MUST DO / CHOOSE TO DO
WORKSTREAM OR PROGRAMME	ROADS



PROJECT BRIEF FOR APPROVAL

A PROJECT SUMMARY

This project will achieve two things. First, ensure that road users' needs and aspirations are at the heart of how the trunk road between Stansted Airport and Colchester (the A120) is upgraded in Road Period 2, 2020-2025. Second, allow Transport Focus to develop and trial methodology for researching the views of users of specific sections of the Strategic Road Network. Transport Focus will end up with a tested product to position the organisation as the provider of choice for third parties seeking to understand user needs in advance of major investment (in any mode of travel), with significant potential for subsequent partnerships on commercial terms. This particular project would be a conventional joint working arrangement between Transport Focus, Highways England, Essex County Council and Suffolk County Council, albeit one where our cash contribution is modest.

B MEASURABLE OUTCOMES OF THE PROJECT: Please list the top three ONLY. These will be used to assess project performance

B1	Road users provide clear guidance of their desires and expectations for improvements to the A120.
B2	Stakeholders value and make use of the outputs of the research.
B3	Transport Focus has a tested methodology available 'on the shelf' to deliver similar projects on behalf of third party clients.

C OPPORTUNITY COST: what are the consequences of not doing the project or not doing it now?

Missed opportunity to demonstrate Transport Focus's ability to provide research in support of stakeholders. Potential for road users' views not to be taken into account in formulation of the strategy for the A120. Missed opportunity to develop and trial methodology with considerable commercial potential for Transport Focus with the lion's share of our development costs covered by partners.

D COST: what is the total cost of the project, including VAT? Costs you provide will be used to assess project performance.

£ -

Please tick the relevant VAT status (Please discuss with a

☐ This project is subject to accounting for VAT

☒ This project is outside of the scope for VAT accounting. Eg Grant in Aid funded work

Breakdown of Total Project costs

Description	Cost
Qualitative research	16,500
Quantitative research (drivers)	50,000
Quantitative (non driver stakeholders)	10,000
Publications	3,500

Funding

Third Parties	Direct payment to supplier	Payment to Transport Focus
Highways England*	23,333	
Essex County Council*	23,333	
Suffolk County Council*	23,333	
* exact split between the parties tbc		
Total Third Party Funding	69,999	0

Additional Management Fee

Grant in aid funded

10,001

Total Project Cost 80,000

Total Funding 80,000

Total MF 0

Surplus £ -

E COST PROFILE: Please show when costs to be borne by Transport Focus are likely to become due for payment

Financial year 2016-17	10,001
Financial year 2017-18	
Financial year 2018-19	
Total	£ 10,001

Further and more detailed information regarding costings can be found on the separate Cost Profile tab in the Workbook

F PROJECT STAKEHOLDERS: please indicate which of our stakeholders have an interest in this project, and to what extent

HE	Agree
Essex CC	Agree
Suffolk CC	Agree
Jacobs	Brief

DfT	Brief

G OUTLINE PROJECT PLAN: Transport Focus projects have ten key stages. Please provide milestone month-end dates for those shown (eg Mar-16 means the end of

PRE-PROJECT	Date
KS1 Conceptual	
KS2 Workplan priority	

IN-PROJECT	Date
KS3 Project brief in development	
KS4 project brief approved: project live	Jun-16
KS5 Project complete: with PIT/Comms	Sep-16
KS6 Project complete: awaiting publication / closure	
KS7 Project published / closed	Nov-16

POST-PROJECT	Date
KS8 Review awaiting sign-off	Dec-16
KS9 Review signed off by MT	
KS10 Outcomes / lessons logged	

H PROJECT RISKS what are the top 3 project risks and how will you mitigate their potential impact?

#	Description of risk	RAG	Mitigating measures in place / planned	Res RAG
1	Stakeholders fail to agree project scope/funding	HIGH	Project does not proceed	N/A
2	Fieldwork difficult during school holidays	MEDIUM	Delay/extend fieldwork period	LOW
3	Resourcing within Roads/Insight teams	MEDIUM	Priorisation of workloads	LOW

I IMPACT ANALYSIS: once you have completed your impact analysis, please select your conclusions from the drop down list

Equalities impact assessment screen

A: an EIA screen has been completed and a full EIA is not required

Privacy impact assessment screen

A: a PIA screen has been completed and a full PIA is not required

Other teams impacted by this project and extent of pre-project planning (KS2) for collaboration:

Team	Extent of involvement	Pre-project cross team work planning	Date of discussion
Chief Executives Team	Practically none	We've had outline discussions about it	03/06/2016
Communications Team	Substantial	We've had outline discussions about it	03/06/2016
Finance Team	Practically none	We've had outline discussions about it	03/06/2016

PROJECT TITLE	A120 Improvements
PROJECT SPONSOR	Guy Dangerfield
PROJECT MANAGER	Keith BAILEY
SENSITIVE?	No: the project details / outcomes are publicly disclosable
TRANSPORT FOCUS AIM	Aim 2: Making a difference for transport users through long term planning
WORK/BUS PLAN CATEGORY	A/B DfT CORE BUDGET MUST DO / CHOOSE TO DO
WORKSTREAM OR PROGRAMME	ROADS



PRIVACY IMPACT ASSESSMENT SCREEN

Some projects require a privacy impact assessment to assess the possibility of an impact on the privacy of individuals. Most, however, do not.

All projects are therefore screened to check that a full PIA is not required. Where it is, you should raise the matter with the **Senior Information Risk Owner**.

Step 1: Data flow mapping

Data Source	Purpose of flow	Data sensitivity	Frequency	Volume	Key stakeholders involved	Method of flow	Data risk
Research agency	Data verification	Not sensitive	One-off	High	None	Mail: basic protected	LOW

Step 2: Sensitive personal data

Does ANY flow of data include sensitive personal data as defined by the Data Protection Act 1998?	No
If you have answered yes, probably or possibly to the previous question please confirm you have the informed consent of the data subject to use their sensitive personal data	

Step 3: Further questions to help determine the scope for privacy breach or data handling failure

			Please comment if you are unable to answer 'no'
A	Does the project involve IT hardware or software that has substantial potential for privacy intrusion?	No	
B	Does the project involve the intrusive identification of individuals or 'data subjects'?	No	
C	Might the project have the effect of changing current personal anonymity arrangements	No	
D	Does the project involve multiple, complex, organisations where data protection might be problematic?	No	
E	Does the project involve new or significantly changed methods of data handling?	No	
F	Does the project involve changing the way we handle multiple records of personal data in datasets / data	No	
G	Does the project involve new or significantly changed handling of personal data from a large number of pe	No	
H	Does the project involve new or significantly changed configuration of personal data from personal source	No	
I	Is the project likely to impact on public security measures?	No	
J	Does the project involve the systematic disclosure of personal data to, or access by, third parties that are not subject to any kind of privacy regulation? Regulation may include, but is not limited to, The MRS Code of Conduct or a Data Sharing Agreement concluded with Transport Focus.	No	

Step 4: Conclusion

Based on the information you have thought through above, you now need to determine where there is a need for a privacy impact assessment for this project.

Select the most appropriate statement on your project brief. Remember, on considering the brief for approval, Management Team may change your statement!

PROJECT TITLE	A120 Improvements
PROJECT SPONSOR	Guy Dangerfield
PROJECT MANAGER	Keith BAILEY
SENSITIVE?	No: the project details / outcomes are publicly disclosable
TRANSPORT FOCUS AIM	Aim 2: Making a difference for transport users through long term planning
WORK/BUS PLAN CATEGORY	A/B DfT CORE BUDGET MUST DO / CHOOSE TO DO
WORKSTREAM OR PROGRAMME	ROADS



EQUALITIES IMPACT ASSESSMENT SCREEN

Step 1: please complete the following screen by selecting options from the drop down list. It is very easy just to select 'no' but please think carefully. Your answers may be scrutinised in the event of any audit of our compliance with the Equalities Act. All answers are **mandatory**.

Gender	Age	Sexuality	Disability	Marital status	Political belief	Religion	Racial group
--------	-----	-----------	------------	----------------	------------------	----------	--------------

1. Is there likely to be an impact on opportunity for those groups of people who may be affected by this project?

No	No	No	Possibly	No	No	No	No
----	----	----	----------	----	----	----	----

2. Are there opportunities to better promote equity of opportunity among people of these groups?

No	No	No	No	No	No	No	No
----	----	----	----	----	----	----	----

3. Is the project likely to impact on good relations between people of the following groups?

					No	No	No
--	--	--	--	--	----	----	----

4. Are there opportunities to better promote good relations between people of the following groups?

					No	No	No
--	--	--	--	--	----	----	----

If you have answered 'yes' or 'probably' in response to any of the above, please provide details below of what you might do in pursuit of our duty to do *something*

Step 2: Conclusion

Based on the information you have thought through above, you now need to determine where there is a need for an equalities impact assessment for this project.

Select the most appropriate statement on your project brief. Remember, on considering the brief for approval, Management Team may change your statement!

PROJECT TITLE	A120 Improvements
PROJECT SPONSOR	Guy Dangerfield
PROJECT MANAGER	Keith BAILEY
SENSITIVE?	No: the contents of this brief are publicly disclosable
TRANSPORT FOCUS AIM	Not directly related to a Transport Focus Aim
WORK/BUS PLAN CATEGORY	A/B DFT CORE BUDGET MUST DO / CHOOSE TO DO
WORKSTREAM OR PROGRAMME	ROADS



FROM MICHELLE CALVERT, BUSINESS SERVICES EXECUTIVE

PROJECT AUTHORISATION NOTIFICATION (PAN)

- 1 Management Team considered this project brief on
 2 Management Team's consideration of this project was

27/06/2016
Approved subject to the qualifications set out below

QUALIFICATIONS OR REASONS FOR NON APPROVAL

This project brief must now go to the Board for further approval due to the total budget cost being over £75,000.

3 Costs are reconfirmed as follows

Breakdown of Total Project costs

Description	Cost
Qualitative research	16,500
Quantitative research (drivers)	50,000
Quantitative (non driver stakeholders)	10,000
Publications	3,500

Funding

Third Parties	Direct payment to supplier	Payment to Transport Focus	Additional Management Fee
Highways England*	23,333		
Essex County Council*	23,333		
Suffolk County Council*	23,333		
* exact split between the parties tbc			
Total Third Party Funding	69,999	0	
Grant in aid funded	10,001		
Total Funding		80,000	Total MF 0

Total Project Cost	80,000
---------------------------	---------------

Surplus	£	-
---------	---	---

4 Management team reviewed the **risks** you identified and made any comments as follows:

--

5 Management team reviewed your **impact assessments** and has either reconfirmed them or changed them as follows:

Equalities impact assessment screen	Privacy impact assessment screen
B: a full PIA is not required but the matter should be kept under review	A: a PIA screen has been completed and a full PIA is not required

6 **Regular in-project reviews are required** by this framework as approved by Audit & Risk Assurance Committee.

Based on the estimated life cycle of this project you are **required** to report project progress to me **Monthly**
 Where project progress reports are monthly or less often, your report must be completed (and I must be notified) **no later than the Monday before the monthly MT meeting**

7 **Project code:** I have assigned the following project code to this project

B71

This code will be used by the Resources team to allocate budget and record costs, and you should use this code in all communications with the team.

8 **Board approval:** The value of this project (or otherwise the extent to which it may be regarded as novel or contentious) means it **must now be** sent to the board for final approval

9 This PAN is made under the authority of Management Team based on its delegated authority from the Board e-signed by:

X

Michelle Calvert
Business Services Executive

Michelle Calvert 29/06/2016