

TRANSPORT FOCUS
RECORD OF PROJECTS
2016-2017



	Core work categories			Additional work categories		
Category	A	B	C		D	E
Short description	DfT funded core work	DfT funded discretionary work (which may include a joint project with industry partners)	DfT separately funded workstreams		D: Full cost recovery Work undertaken for industry partners where Transport Focus is NOT making a financial contribution	E: Commercial Work that is generated through proactive business development and accounted for separately.
Funding	Work funded by DfT grant in aid which to all intents and purposes is considered work we must do	Work funded by DfT grant in aid which we choose to do, depending on funds available after 'A'	Work funded by DfT business units / programmes which we have agreed to do at 'cost' – this is because DfT has already provided core funding upon which to base it.		Work we want to do but where we must recover both variable and any direct costs, and an agreed contribution to fixed overheads.	Work that generates a margin and where we must recover both variable and any direct costs, and an agreed contribution to fixed overheads, AND make an agreed margin, which will vary from project to project

Key Stage Tally	No. of projects
KS3	1
KS4	40
KS5	1
KS6	4
KS7	5
KS8	1
Total	52

Project awaiting approval
Request for Change in process of being approved
Review being reviewed by Finance, Project Sponsor and CEO Team

IN-PROJECT
KS3 Project brief in development
KS4 Project brief approved: project live
KS5 Project complete: with PIT / Comms
KS6 Project complete: awaiting publication or closure
KS7 Project published / closed, review expected

POST PROJECT
KS8 Project review complete: awaiting sign off
KS9 Project review signed off by MT
KS10 Project outcomes assigned to follow-up and/or lessons learned log

RAG for Project Status
There are significant issues with the project
A problem has a negative effect on project performance but can be dealt with
The project is performing to plan

													IN-PROJECT			POST-PROJECT	UPDATED									
													IN-PROJECT			POST-PROJECT	IN-PROJECT			POST-PROJECT						
Project Code	Project	Manager	Sponsor	Funding Source	Cost to Transport Focus A/B	DfT Work streams C	Additional Work D/E	Of which Man. Fee	Original Project Cost	Revised Project Cost	Finance Comments	Project Start (Approved)	(KS5)	(KS7)	(KS8)	(KS5)	(KS7)	(KS8)	Project End (actual)	Final Costs	Post Project Review Complete	Project Status	Project Key Stage	Project Manager Comments		
A62	Time/worksheet recording	Heather Minshull	Anthony Smith	B	£ 1,200				£ 1,200			04/04/2016	Mar-17	Apr-17	May-17							Green	K.S4			
D63	Developing a road user satisfaction survey – an alternative test	Brigitta Horup	Ian Wright	A	£ 125,000				£ 125,000	£ 138,600	Additional £13,000 approved	04/04/2016	Apr-16	Oct-16	Nov-16	Mar-17	Mar-17	Apr-17				Green	K.S4			
R64/HS2	HS2 Passenger Panel 2016-2021 and Passenger Panel Steering Group	Ping Teo	Ian Wright	D			£ 115,000	£ 23,040	£ 138,040		Paid for by HS2	04/04/2016	Jun-16	May-17	Jun-17	Jun-19	Aug-17	Jul-19				Green	K.S4	Publication date shows first publication of project, others expected throughout project		
E65	Porterbrook Passenger Research	Ping Teo	Ian Wright	D			£ 24,000		£ 24,000		Paid for by Porterbrook	03/05/2016	May-16	Jun-16	Jul-16	Jul-16	Sep-16	Oct-16				Green	K.S7	Porterbrook have cancelled this project. Review expected from PM		
A66	Autumn Staff Awayday	Michelle Calvert	Jon Carter	B	£ 7,765				£ 7,765			03/05/2016	Oct-16	Nov-16	Dec-16							Green	K.S7	Awaiting review from PM/final invoices		
				E																	Green	K.S4	MerseyTravel has confirmed via conference call that they want us to proceed with the project, however following some enquiries with some agencies we want to get a third party agency to undertake any Quant work. Initial indications are that this can be done at the same price we quoted. The MerseyTravel Project Director confirmed that there was scope for the costs to be increased a littel; so we will tender out the quant work once we receive written confirmation from MerseyTravel about what they want to procure. The process is being delayed by a challenge from one of the unsuccessful manufacturers who bid for the rolling stock contract. Once this has been resolved, a joint working agreement will be signed and a clear timeline worked up for the research.			
E67	Mersytravel	Dan Taylor	Ian Wright						TBC		Paid for by MersyTravel	20/05/2016	May-18	Jul-18	Aug-18											
81R				B							3rd party: Edinburgh Trams, TIGM, Centro, Blackpool Transport, NET, SYPTE											Green	K.S4			
	Tram Passenger Survey	Robert Pain	David Sidebottom		£ 55,500		£ 70,500	£ 1,000	£ 127,000			23/05/2016	Mar-17	Apr-17	May-17											
D68	SRUS Pilot method review	Brigitta Horup	Ian Wright	A	£ 15,960				£ 15,960			23/05/2016	May-16	Dec-16	Dec-16	Mar-17	Mar-17	Apr-17				Green	K.S4			
N69	NRPS development	David Greeno	Ian Wright	A	£ 21,960				£ 21,600			23/05/2016	Jun-16	Mar-17	Apr-17	Mar-17	Apr-17	May-17				Green	K.S4			
D70	DVLA recruit for SRUS	Brigitta Horup	Guy Dangerfield	A	£ 10,056				£ 10,056			09/06/2016	Jun-16	Aug-16	Sep-16	Apr-17	May-17	Jun-17				Amber	K.S4	Delayed due to DVLA IT issue. f/w start expected 6 March		
B71	A120 Improvements	Keith Bailey	Guy Dangerfield	D	£ 10,001		£ 69,999		£ 80,000		3rd party: Essex CC, Suffolk CC and HE	27/06/2016	Sep-16	Nov-16	Dec-16							Amber	K.S4	Fieldwork ongoing		
B72	Road User Performance Metrics	Murray Leader	Guy Dangerfield	A	£ 40,000		£ 40,000		£ 80,000	£ 93,900	3rd party: ORR	27/06/2016	Nov-16	Dec-16	Jan-17	Mar-17	Apr-17	Jun-17				Green	K.S4	Fieldwork ongoing		
D73	SRUS survey scripting	Brigitta Horup	Guy Dangerfield	A	£ 10,800				£ 10,800			27/06/2016	Jun-16	Jul-16	Aug-16							Green	K.S4			
B74	NRUSS statistical analysis to 2015-16	Brigitta Horup	Guy Dangerfield	B	£ 9,000				£ 9,000			27/06/2016	Aug-16	Aug-16	Sep-16	Oct-16	Oct-16	Nov-16				Green	K.S6			
R75	Hinksey blockade behaviour change tracking	Keith Bailey	David Sidebottom	C	£ 8,000	£ 100,000			£ 108,000		3rd party: GWR (DA budget)	27/06/2016	Nov-16	Jan-17	Jan-17				Dec-16	0.00	Dec-16	Green	K.S8			
R76	Waterloo improvements tracking	Keith Bailey	Guy Dangerfield	D			£ 50,000		£ 49,200		3rd party: NetworkRail & SWT	27/06/2016	Sep-17	Nov-17	Jan-18							Green	K.S4	Wave 1 results to be shared with SWT/NR 08.02.17; Wave 2 fieldwork starts March		
A77	Wales Board member recruitment	Michelle Calvert	Jon Carter	D			£ 5,500		£ 5,500		3rd party: Welsh Gov.	27/06/2016	Nov-16	Dec-16	Jan-17							Green	K.S6	Awaiting for final invoices		
E78	Nexus Rolling Stock	Louise Coward	Ian Wright	D					£ 83,700		3rd party: Nexus		Oct-16	Dec-16	Jan-17	Nov-16	Feb-17	Mar-17				Green	K.S4			
				A																		K.S7	Initially the project was raised for a total of £8,500, however we did not know that this quote was without VAT. Thus we had to add a further £1,700 onto the total cost as the cost of the initial part of the project was increase from £8,500 to £10,200.			
Q79	SEQ - Emotional Tracker	Ping Teo	Ian Wright		£ 8,500				£ 8,500	£ 22,872		14/07/2016	Aug-16	Sep-16	Sep-16	Nov-16	Dec-16	Dec-16				Green	K.S4			
N80	Continuous NRPS and mystery shopping for the East Anglia franchise	David Greeno	Ian Wright	C			£ 62,450	£ 1,775	£ 64,225		3rd party: DfT	31/08/2016	Mar-17	Mar-17	Apr-17							Green	K.S4			
A81	Board Events November 2016	Michelle Calvert	Jon Carter	A	£ 9,000				£ 9,000			31/08/2016	Nov-16	Dec-16	Jan-17							Green	K.S7	Awaiting review from PM/final invoices		
R82	Beta API development and user testing	Ping Teo	Ian Wright	C		£ 70,000		£ 120,000	£ 70,000		3rd party: DfT	20/09/2016	Apr-17	May-17	May-17							Green	K.S4			
R83	Recruitment of 60+ NRPS recontacts to panel for ITSO about Bus passes	Louise Coward	Ian Wright	D				£ 2,400	£ 2,400		3rd party: ITSO	03/10/2016	Dec-16	Jan-17	Feb-17							Green	K.S4			
B84	Road Surface Quality	Lee Rowbotham	Guy Dangerfield	B	£ 80,000				£ 80,000			03/10/2016	Dec-16	Feb-17	Apr-17							Green	K.S4			
A85	January 2017 Management Team Awayday	Michelle Calvert	Jon Carter	A	£ 2,125				£ 2,125			12/09/2016	Jan-17	Jan-17	Feb-17							Green	K.S6			
A86	March 2017 Board and Staff Awayday	Michelle Calvert	Jon Carter	A	£ 10,000				£ 10,000			12/09/2016	Mar-17	Mar-17	Apr-17							Green	K.S6			
A87	TF Stakeholder Reception March 2017	Michelle Calvert	Jon Carter	A	£ 6,000				£ 6,000			28/11/2016	Mar-17	Mar-17	Apr-17							Green	K.S4			
F88	South Eastern Franchise - qualitative passenger research	Louise Coward	Ian Wright	C		£ 55,300			£ 55,300			22/09/2016	Nov-16	Jan-17	Feb-17							Green	K.S5			
B89	Motorway Services Users survey	Murray Leader	Guy Dangerfield	B	£ 180,000				£ 180,000			03/10/2016	Apr-17	May-17	Jun-17							Green	K.S4	Post the previous changes, project cost is expected to be £173k (4% lower than the sanctioned £180k).		
B90	Strategic roads survey of senior executives in the logistics and coach sectors	Brigitta Horup	Guy Dangerfield	B	£ 70,000				£ 70,000			03/10/2016	Apr-17	Apr-17	May-17							Green	K.S4			
R91	Rail passengers' experiences and priorities during engineering works	Keith Bailey	Guy Dangerfield	A	£ 2,000			£ 65,000	£ 67,000		3rd party: GWR	06/01/2017	Mar-17	Jun-17	Jul-17	Apr-17						Green	K.S4	Currently reviewing agency proposals; costs may be up to £20K lower		
R92	Southern Project Board	David Greeno	Ian Wright	A	£ 15,000				£ 15,000			03/10/2016	Dec-16	Dec-16	Jan-17							Green	K.S4			
X94	Office Redecoration 2016	Eamon Caughey	Nigel Holden	A	£ 20,000				£ 20,000			31/10/2016	Dec-16	Jan-17	Feb-17	N/A	Feb-17	Mar-17				Green	K.S4	Snagging work to be completed in February 2017		
R95	Stakeholder research 2017	Ping Teo	Ian Wright	B	£ 40,000				£ 40,000			28/11/2016	Mar-17	May-17	May-17							Green	K.S4			
E96	Northern Rail passenger research - panel	Louise Coward	Ian Wright	D			£ 9,900		£ 9,900		3rd party: Northern Rail	28/11/2016	Dec-16	Jan-17	Jan-17							Green	K.S7			
B98	Smart Motorways research	Lee Rowbotham	Guy Dangerfield	B	£ 80,000				£ 80,000			06/01/2017	Apr-17	Jun-17	Sep-17							Green	K.S4			
				C		£ 39,030															Green	K.S4	Project proceeding essentially to plan. DfT wish to have a 'steering group' review main research docs (e.g. questionnaire) so this will add some time in between each main research step (hence later completion date). Publish process will need to be agreed with DfT.			
R99	Research on rail passengers with a disability	Murray Leader	Ian Wright						£ 39,030			06/01/2017	Apr-17	Jun-17	Jul-17	May-17										
01B	Scoping Study for Measuring Satisfaction with the SRN amongst Non-Motorised Users	Toby Cotton	Guy Dangerfield	B	£ 59,000				£ 59,000			26/01/2017	Apr-17	May-17	Jun-17	Apr-17	May-17	Jun-17				Green	K.S4			
02R	Caledonian Sleeper Qualitative Research	Keith Bailey	Ian Wright	B	£ 5,160			£ 40,000	£ 45,160		3rd party: Caledonian Sleeper	27/02/2017	May-17	Jul-17	Aug-17							Green	K.S4			
03R	Wales and Borders franchise project	Louise Coward	Ian Wright	B	£ 250		£ 42,000		£ 42,250		3rd party: TIW	06/02/2017	Apr-17	May-17	Jun-17							Green	K.S4			
04A	Staff Survey Feb 2017	Ping Teo	Anthony Smith	B	£ 1,560				£ 1,560			27/02/2017	Mar-17	Mar-17	Mar-17							Green	K.S4			
05R	Rail priorities and trust	Keith Bailey	Mike Hewitson	B	£ 150,000				£ 150,000			17/02/2017	May-17	Jul-17	Dec-17							Green	K.S4			
06R	Young Transport Users	Louise Coward	Ian Wright	B	£ 40,000				£ 40,000			27/02/2017	May-17	Jul-17	Aug-17							Green	K.S4			
07R	Wales and Borders research stakeholder event	Martin Clarke	Anthony Smith	B	£ 6,650				£ 6,650			27/02/2017	May-17	May-17	Jun-17							Green	K.S4			
08R	East Midlands franchise project	Louise Coward	Ian Wright	C	£ 250	£ 60,000			£ 60,250			27/02/2017	Jun-17	Jul-17	Aug-17							Green	K.S4			
10R	A dual measurement approach to NRPS in Scotland	David Greeno	Ian Wright	B	£ 64,675				£ 64,675			27/02/2017	Feb-18	Mar-18	Apr-18							Green	K.S4			
11C	Media Training Workshop	Hazel Phillips	Hazel Phillips	B	£ 12,000				£ 12,000			27/02/2017	Mar-17	Mar-17	Apr-17							Green	K.S4			
09R	Detailed analysis of the BPS data	Louise Coward	Ian Wright	B	£ 7,500				£ 7,500			27/02/2017	May-17	Jun-17	Jul-17							Green	K.S4			
12A	Rail Passengers Redress Scheme	Vivienne Bailey	Jon Carter	D	£ 566,019				£ 566,019			27/02/2017	Feb-17	Jul-17	Sep-17							Green	K.S4			
13R	Redesign and upgrade of NRPS online portal	David Greeno	Ian Wright	B	£ 60,000				£ 60,000				May-17	Apr-17	Jun-17							Green	K.S3			
14D	Additional SRUS User Testing	Brigitta Horup	Guy Dangerfield	A	£ 111,100				£ 111,100			27/02/2017	Jul-17	Aug-17	Sep-17							Green	K.S4			