

TRANSPORT FOCUS
RECORD OF PROJECTS
Status as of 1730hrs 22 June 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.	

IN-PROJECT		
K.S3	Project brief completed,awaiting approval	0
K.S4	Project brief approved: project live	31
K.S5	Project complete: with PIT / Comms	2
K.S6	Project complete: awaiting publication or closure	4
K.S7	Project published / closed, review expected/is underway by PM	5
Subtotal		42
POST PROJECT		
K.S8	Project review complete by PM: awaiting sign off by sponsor and finance	15
K.S9	Project review presented for sign off to MT	7
K.S10	Project outcomes assigned to follow-up and/or lessons learned log	0
Subtotal		22
Total		64

- Project awaiting approval
- Request for change awaiting approval
- Review being undertaken by sponsor, Finance and CEO tea

- In-project
- KS3 Project brief completed, awaiting approval
- 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/is underway by project manager

- Post project
- KS8 Project review completed by project manager, awaiting sponsor and Finance sign off prior to MT approval
- KS9 Project review to be presented to MT for sign off
- KS10 Project outcomes assigned to follow-on actions and/or lessons learned

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

K57 Project published/closed, review expected/its underway by project manager														Original project brief						Revised dates via PPR/RFC										Changes to end date [KS7]	Project End (actual)	Project Status	Project Key Stage	End project review stage	Comment history	Last review date	Latest comments/update	MT/Board sign off expected [date]
Category	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	Third party/supplier/partner funding	Original Project Cost	Revised Project Cost	Difference +/-	Finance Comments	Project Start (Approved)	(KS5)	(KS7)	(KS8)	(KS5)	(KS7)	(KS8)	Changes to end date [KS7]	Project End (actual)	Project Status	Project Key Stage	End project review stage	Comment history	Last review date	Latest comments/update	MT/Board sign off expected [date]								
PROJECTS 2015 - 16																																						
TPL	F46	CrossCountry Direct Award Franchise Research	Sharon Hedges	Mike Hewitson	C	£500	£48,000				£48,500				23/10/2015	Jan-16	Feb-16	Feb-16		Jul-17	Aug-17	1		Amber	K.S6		Postponing publication to tie in with an announcement the DfT are going to make about the CrossCountry direct award. 15/05 - spoke to Mike H - awaiting possible tie in publication date, now further delayed due to 2017 election purdsh period. Will review with Sharon end June for next steps, possible project review/closure at that point [AK]	22/06/2017	[22/06] Spoke to Mike, further Stakeholder Engagement groups are to be held in July. Mike/Sharon to liaise with Halzel re: form of comms [website only and/or press release], likely to be July publication. KS7/KS8 dates changes from Jan/Feb to reflect this, will seek further update mid July. RAG status to remain at Amber									
RDS	B37	Truck drivers' expectations of TAP/Stack Lorry Park	Murray Leader	Guy Dangerfield	B	£45,000					£45,000				29/09/2015	Oct-15	Oct-15	Dec-15	Mar-16	Dec-16	Mar-17	1		Green	K.S8	S - with Sponsor	Launched Nov 2016, awaiting review from PM 25/04 - project review document forwarded to Murray for completion. Project adding to 'noting' list [23/05] project review completed, awaiting signature from Murray/Guy	14/06/2017	[14/06] review completed by Murray, with Finance for noting, Guy to acknowledge once Finance sign off									
RDS	B49	Delays and disruption – a road user's perspective	Murray Leader	Guy Dangerfield	B	£54,412					£50,000	£54,412			30/11/2015	Feb-16	Mar-16	Apr-16		Nov-16	Mar-17	1	Jan-17	Green	K.S9	MT - for review at next MT	Launched Nov 2016, awaiting review from PM 25/04 - project review document forwarded to Murray for completion. Project added to 'noting' list [25/5] end project review completed by Lee R. Comments relating to costs noted as follows: "Changes to the budget included choice of options at the research stage, printing costs (including a reprint to cover high demand) and an additional cost for commissioning the rich pictures" Now with Sponsor and Guy for noting	14/06/2017	[14/06] comments re: timeline extracted from end project review "Our departure in terms of timescales led to the project being delivered later in 2016 than originally anticipated. This was due to two main reasons; firstly our desire to include a large number of comments / changes in the summary document from valued contributors meant that timescales slipped as we needed several versions before we were content that we had a quality document. Secondly, we identified that we would have a huge impact launching the research at Highways UK with the Minister, Andrew Jones MP. We therefore further delayed the launch to suit those specific event timetables" Project has now been noted by all parties, submitted for MT review on 5 July 2017	05-Jul-17								
CEO	A41	Change of name	Matthew Andrews	Jon Carter	A	£0	£0				£0				01/09/2015	Nov-15	Dec-15	Jan-16			Nov-16			Green	K.S7	P - with PM	Review expected - Parliament have to use the "Statutory Instrument" before we can do anything 15/05: await advices from Jon re: can project review be completed[AK] [14/06] email to Jon requesting whether this project can now be closed, Parliament unlikely to use Statutory Instrument due to other priorities [Brexit, etc]	22/06/2017	[22/06] project review to be completed, awaiting confirmation no costs assigned to this project									
INS	S08	Brighton & Hove Buses - smart ticketing managed service pilot	Louise Coward	Ian Wright	C		£21,000				£21,000				05/01/2015	Apr-15	Apr-15	May-15		Oct-16	Nov-16	1	Nov-16	Green	K.S8	F - with Finance	Published 25 October 2016, awaiting review from Project Manager. 12/04 - review triggered, await completion [AK] 21/04 - Louise has advised she will completing review on 02/05/2017 10/05 - review still to be completed, will review and request sponsor do same only by 19 May, will then refer to Finance for noting [19/5] review completed by Louise, comments re: costs/schedule as follows:The only change was that after phase one, a small amount of extra fieldwork was added to phase 2, at an additional cost of £2,500. Publication was also delayed as DfT were slow at signing off material and agreeing to publication date" Project now awaiting review/sign off by Sponsor and Finance [31/05] query raised by Finance - Exchequer spend shows £23,662, end review notes £13k. Await advices from Louise	19/06/2017	[19/06] Louise has updated project review, await review/notation by Finance before forwarding for MT noting. The project will be noted only 19 July, add to agenda for MT 9 Aug									
INS	R45	Updating list of research suppliers	Louise Coward	Ian Wright	B	£2,000					£2,000				29/09/2015	Mar-16	Apr-16	May-16	Sep-16	Oct-16	Jan-17	1	Jan-17	Green	K.S8	F - with Finance	New list appointed - finalising T&C's with one agency 21/04 - project to be reviewed by Louise on 2 May [19/05] Comment taken from end project review relating to final costs:"only cost was the MRS advert / twitter" Review completed by Louise, await review/notation by Sponsor and Finance [31/5] total spend queried by Finance - Exchequer shows £40 less income [£960] and not £1000 - await advices from Louise Panel recruitment underway - c 8,000 panel members already 21/04 - Louise to complete review doc 02/05 Panel recruitment underway - c 8,000 panel members already 21/04 - Louise to complete review doc 02/05 10/05 - Louise to complete review on/before 19/5	19/06/2017	[19/06] Louise has updated project review, await review/notation by Finance before forwarding for MT noting. Project will be noted only 19 July, agenda item MT 9 Aug									
INS	R47	Establishing a panel of public transport users	Louise Coward	Ian Wright	B	£63,000					£63,000				20/11/2015	Mar-16	Apr-16	May-16				0		Green	K.S7	P - with PM	Panel recruitment underway - c 8,000 panel members already 21/04 - Louise to complete review doc 02/05 Panel recruitment underway - c 8,000 panel members already 21/04 - Louise to complete review doc 02/05 10/05 - Louise to complete review on/before 19/5	19/06/2017	[19/06] Louise to review on/by 22/06									
INS	S48	Smart ticketing - Transport for the North	Louise Coward	Ian Wright	C		£47,000				£47,000				30/11/2015	Jan-16	Mar-16	Apr-16		Oct-16	Nov-16	1		Green	K.S8	S - with Sponsor	Awaiting review from PM 21/04 - Louise to complete review doc 02/05 10/05 - Louise to review on/by 19 May [21/06] copy of Exchequer costs sent to Louise, await project review completion	22/06/2017	[22/06] project review completed by Louise, with Sponsor/Finance for review/notation, the latter only by 19 July									
INS	S56	Transport for the North phase 2	Louise Coward	Ian Wright	C		£48,000				£48,000				05/02/2016	Mar-16	May-16	Jun-16		Oct-16	Nov-16	1		Green	K.S8	S - with Sponsor	Awaiting review from PM 21/04 - Louise to complete review doc 02/05 10/05 - Louise to review only 19/05 [21/06] copy of Exchequer costs sent to Louise, await project review completion	22/06/2017	[22/06] Louise has completed project review, with Sponsor/Finance for review and noting, the latter by 19 July									
INS	S57	Using contactless cards across public transport	Louise Coward	Ian Wright	C		£42,834				£38,000	£42,834			05/02/2016	Mar-16	May-16	Jun-16	Mar-16	Oct-16	Nov-16	1	Dec-16	Green	K.S8	S - with Sponsor	Awaiting review from PM 21/04 - Louise to complete review doc 02/05 10/05 - Louise to complete review on/by 19 May [22/5] and project review completed by Louise, comments on costs as follows: "published jointly with Other contactless project S59 " Now awaiting review by Sponsor and Finance	19/06/2017	[19/06] Louise to chase Ian for sponsor sign off, will then check whether Finance have noted before submitting to next MT for review									
INS	S59	Contactless cards in Oxford pre-pilot	Louise Coward	Ian Wright	C		£30,000				£30,000				17/02/2016	Mar-16	May-16	Jun-16		Oct-16	Nov-16	1	Oct-16	Green	K.S8	S - with Sponsor	Awaiting review from PM 21/04 - Louise to complete review doc 02/05 [22/05] comments noted within end project review relating to schedule: "held up at DfT due to team changes". Overspend due to slight overrun on fieldwork With Sponsor and Finance for review/notation	19/06/2017	[19/06] Louise to chase Ian for sponsor sign off, will then check whether Finance have noted before submitting to next MT for review									
RDS	B55	RIS2/Route Strategies User Research	Keith Bailey	Guy Dangerfield	D			£143,000	£7,000		£143,000			Paid for by HE	28/01/2016	Mar-16	Apr-16	May-16	Oct-16	Nov-16	Jan-17	1	Jan-17	Green	K.S9	MT - for review at next MT	15/05 - await advices re: location of project review doc [AK]	14/06/2017	[14/06] project review located, project noted by KDB, GD and Finance, will put forward for review in 5 July MT. Note that follow-on project from this is B71									
PROJECTS 2016-17																																						
INS	N21	ScotRail NRPS summer and winter waves	David Greeno	Ian Wright	D			£53,120	£2,000		£43,490	£53,120	-£9,630	Paid for by ScotRail	27/04/2015	Feb-16	Feb-16	Mar-16		Jun-16	Jul-17	Aug-17	1		Green	K.S5		Publication has been agreed with the TOC, although date is now TBC 12/04/2017 - project transferred from 2015-16 tracker as agreed with David Greeno, and note linked with 10R [line 68] 20/04 - change in publication date from June to July due to awaiting a publication date from the TOC despite contents previously being agreed. Logged as issue ref P1002	22/06/2017	[22/06] ScotRail have requested publication should be ASAP post NRPS, which is due in July 2017. Agreed with David that until publication date confirmed, date will remain as July for now. No other changes foreseen in terms of costs, etc. NB - likely that publication of N21 will be at the same time as 10R, and possible that publications will be combined. Further discussions/advices awaited on this.								
RDS	D39	Design, Test and Pilot Research Materials for the New Road User Satisfaction Survey	Brigitta Horup	Guy Dangerfield	A	£150,000					£150,000	£160,200	-£10,200		16/09/2015	Jun-16	Aug-16	Sep-16		Oct-17	Apr-18			Green	K.S4		12/04/2017 - following discussion/agreement by Brigitta, this project has been transferred across from google docs/2015-16 list [AK] 17/05 - latest update- dependant on decision from DVLA on second pilot - DVLA board meeting is now scheduled for 30/05	21/06/2017	[21/06] following review with Brigitta and Jordan, agreed to provisionally move the publication date for this project and those connected to it [D50, D63, D68, 140]from Mar to Oct 2017 - GD meeting Stakeholders [DfT, ORR and HE] on 7 July, should then have more clarity re: way forward [will we use DVLA at this stage, or wait until future projects?]									
RDS	D50	New RUSS map [previously coded as B50]	Jordan Sargeant	Guy Dangerfield	A	£66,000					£66,000	£94,835	-£28,835	Add £6720 approved June 2017 MT, invoice expected June 2017	30/11/2015	Feb-16	N/A	Mar-16	Mar-17	Oct-17	Nov-17	2		Green	K.S4		Pilot to be launched 06 March 2017 24/04 - project copied across from 2015-16 log as still live. Outcome of meeting with DVLA awaited [2 May] before further discussions take place regarding actions around this project - connected with project refs B63, D68 and D70, all managed by Brigitta [17/05] DVLA board meeting is now due to take place on 30 May, no movement expected before this date [AK] [15/06] change request for addl funding of £6,720 approved in MT held 7 June. Jordan advised	21/06/2017										
INS	B32	National Road Users Satisfaction Survey (NRUSS)	Murray Leader	Ian Wright	A	£390,000					£390,000				18/02/2016	Mar-17	May-17	Jun-17	Mar-18	Jul-18	Sep-18			Green	K.S4		Two year programme, April 2016 to March 2018 25/04/17 - copied across from google docs project list [2015-16], and a copy of the project brief, and now within 'project management' Connect workspace for reference - note that progress reviews and pr's will need to be created 'manually'. As of today, no change in project status	20/06/2017	[20/06] project on schedule, first wave of publication due w/c 3 July									
CEO	A62	Time/worksheet recording [manual paperwork]	Heather Minshull	Anthony Smith	B	£1,200					£1,200				04/04/2016	Mar-17	Apr-17	May-17						Green	K.S8	P - with PM	[17/05] Jon to liaise with Anthony and advise, leaving at KS4 for now [AK]	22/06/2017	[22/06] Jon confirmed this project can be closed, will check actuals on Exchequer before completed end project review paper									

INS	D63	Developing a road user satisfaction survey – an alternative test [manual paperwork, previously coded as B63]	Brigitta Horup	Ian Wright	A	£125,000				£125,000	£171,240	-£46,240	Additional £13,000 approved [when ??] [MT 27/2/17] RFC raised for total funding increase to £165,240 [MT 5/7/2017] RFC raised for increase by £6,000 inc VAT, await approval	04/04/2016	Apr-16	Oct-16	Nov-16	May-17	Oct-17	Nov-17	2		Green	K.S4		19/04, AKJ Brigitta has confirmed date changes KS5 & KS7 from March and KS8 from April. Meeting scheduled with DVLA on 2 May, may be cost/further date/scope changes following this Issue P001 raised [delay due to DVLA programming issues] [17/05]Brigitta is undergoing costs review with supplier. Project still on track to deliver in terms of scope, risks and schedule Reviewed the project docs, found original brief and RFC from MT 27 Feb 2017 requesting addl funding to take the total amount requested to £165,240. This project has, therefore, had two funding changes: from £125k to £138,600 (??) and from £138,600 to £165,240 [26/4, update via Brigitta] "Having reviewed costs, some elements of the work were not completed as expected. For example, the questionnaire is shorter than the research agency Kantar TNS anticipated. I have therefore asked Kantar TNS to review costs and there is a possibility the total project cost may change" [AK]	22/06/2017	[16/06] Finance query OS - an accrued amount of £205,956 has been placed against this project in Exchequer, believe this amount should be split between this project and 14D. Await Finance advices [21/06] project review held with Brigitta. Agreed that publication date for this and other related NRUS projects will be moved to Oct 2017 [in this case, from Sept 2017] pending outcome of meeting Guy is holding with Stakeholders [DT, HE and ORR] on 7 July - should clarify way forward on these projects re: DVLA. Project review to be completed following outcome from 7 July meeting, noted within report accompanying RoP submitted for 5 July MT [22/06] RFC for addl funding £6,000 inc VAT submitted for MT agenda 5 July. [22/06] meeting arranged for 20 July with Guy, Brigitta and Shahid re: NRUS Finance controls.	
EXT	R64HS2	HS2 Passenger Panel 2016-2021 and Passenger Panel Steering Group		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-19	Jul-19			Green	K.S4		22/06/2017	[22/06] who is PM on this? AK to chase with IW when back from leave			
INS	36S	Attitudes to Smart Ticketing [linked to 75S] [Google docs project]	Louise Coward	Ian Wright	C		£48,000			£48,000			23/01/2013	Jul-13	Jul-13	Aug-13			Oct-17	Nov-17	2		Amber	K.S6		19/06/2017	Will be used in final summary of smart programme to publish after last 3 projects released - same project as 75S	[19/06] publication/review dates amended from Dec 16/Jan 17 respectively following conversation with Louise. Speaking at conferences Sep and Oct, no publication until post second conference. RFC completed for both this and 75S, sent to Louise for review/agreement	
INS	75S	Smartcard market study [linked to 36S] [Google docs project]	Louise Coward	Ian Wright	C		£25,000			£25,000			27/01/2014	Apr-14	Apr-14	May-14			Oct-17	Nov-17	2		Amber	K.S6		19/06/2017	Same project as 36S. 10/05 - Likely to publish 'state of the nation' statement July 2017	[19/06] publication/review dates amended from Dec 16/Jan 17 respectively following conversation with Louise. Speaking at conferences Sep and Oct, no publication until post second conference. RFC completed for both this and 75S, sent to Louise for review/agreement	
EXT	E65	Porterbrook Passenger Research	Louise Coward	Ian Wright	D		£24,000	£24,000	£24,000		Paid for by Porterbrook	03/05/2016	May-16	Jun-16	Jul-16	Jul-16	Sep-16	Apr-17			Jul-16	Green	K.S6	F - with Finance	22/06/2017	[22/06] Louise has updated the project review, with Finance for noting on/bly 19 July			
EXT	E67	Merseytravel	Dan Taylor	Ian Wright	E		£95,340			£95,340		Paid for by MerseyTravel	20/05/2016	May-18	Jul-18	Aug-18							Green	K.S4		21/06/2017	[21/06] email to Dan requesting update		
INS	B1R	Tram Passenger Survey	Robert Pain	David Sidebottom	B	£55,500	£70,500	£1,000		£127,000		3rd party: Edinburgh Trams, TIGM, Centro, Blackpool Transport, NET, SVPTPE	23/05/2016	Mar-17	Apr-17	May-17	May-17	Jun-17	Jul-17				Green	K.S4		22/06/2017	[22/06] TPS survey published, webinar completed. Likely to be ready for end project review Jul/Aug 2017, RAG status reduced to Amber following agreement by David Sidebottom		
INS	D68	SRUS Pilot method review	Brigitta Horup	Guy Dangerfield	A	£15,960				£15,960			23/05/2016	May-16	Dec-16	Dec-16	Jun-17	Oct-17	Nov-17	3		Green	K.S4		21/06/2017	[21/06] following review with Brigitta and Jordan, agreed to provisionally move the publication date for this project and those connected to it (D50, D63, D39, 14D) from Mar to Oct 2017 - GD meeting Stakeholders [DT, ORR and HE] on 7 July, should then have more clarity re: way forward [will we use DVLA at this stage, or wait until future projects?]			
INS	D70	DVLA recruit for SRUS	Brigitta Horup	Guy Dangerfield	A	£10,056				£10,056			09/06/2016	Jun-16	Aug-16	Sep-16	May-17	Sep-17	Sep-17	2		Green	K.S4		21/06/2017	[21/06] following discussion with Brigitta, proposed pilot/publication date of Sept 2017 remains unchanged - note, however, there may be 'knock-on' effect following meeting to be held by GD with DT, ORR and HE on 7 July re: next steps/use of DVLA. Other projects which will be affected by this are D50, D63, D39, D66 and 14D			
EXT	B71	A120 Improvements	Keith Bailey	Guy Dangerfield	B	£10,001	£69,999			£80,000		3rd party: Essex CC, Suffolk CC and HE	27/06/2016	Sep-16	Nov-16	Dec-16	Jun-17	Jul-17	Aug-17	2		Green	K.S5		14/06/2017	[14/06] publication likely to be end June 2017			
RDS	B72	Road User Performance Metrics	Murray Leader	Guy Dangerfield	B	£40,000	£40,000			£80,000	£93,900	-£13,900	3rd party: ORR	27/06/2016	Nov-16	Dec-16	Jan-17	Mar-17	Apr-17	Apr-17	1	Apr-17	Green	K.S8	S - with Sponsor	21/06/2017	[21/06] copy of project review sent to Guy for review/signature, requested return by COP 22/06 as the record of projects/accompanying report will be based on statistics taken from the log as of 17/06/2016 [22/06] Guy has advised he will not be able to sign the review within timescale requested		
INS	D73	SRUS survey scripting	Brigitta Horup	Guy Dangerfield	A	£10,800		£10,800	£12,672	-£1,872	Costs transferred to D63, then moved again to 14D	27/06/2016	Jun-16	Jul-16	Aug-16								Green	K.S7	P - with PM	16/06/2017	[16/06] completed review with Andrew of Exchequer, and costs of £10,800 originally set against D63, but moved again to 14D. End project review with Brigitta for completion/signature by Brigitta/Guy		
RDS	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	1	Nov-16			Green	K.S9	MT - for review at next MT	31/05/2017	Review completed by PM, Finance and Sponsor, submitted for MT review 5 July [now too late for 7 June MT submission]	05/07/2017	
EXT	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		16/05/2017	[16/05] wave three of tracking survey to commence May 2017. The transfer of the franchise from South West to FirstMTR is due to take place during August works [20 Aug]. FirstMTR have yet to commit to further waves as they have just been awarded the franchise. In terms of cost, scope, timeline and project risks, status remains unchanged.		
EXT	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.S8		25/05/2017	[25/5] Finance related query outstanding, awaiting update		
EXT	E78	Nexus Rolling Stock	Toby Cotton	Ian Wright	D		£51,500	£89,750	£51,500		3rd party: Nexus, agreed to pay costs of £89,750	18/07/2016	Oct-16	Dec-16	Jan-17	Nov-16	Feb-17	Mar-17	Jan-17	Mar-17			Green	K.S8	S - with Sponsor	22/06/2017	[22/06] review completed/signed by Toby, with lan for review/sign off and Finance for noting [on/bly 198 July]		
INS	Q79	SEQ - Emotional Tracker	Ping Teo	Ian Wright	A	£22,872		£22,872	£22,272	£600		14/07/2016	Aug-16	Sep-16	Sep-16	Nov-16	Dec-16	Dec-16	Nov-16				Green	K.S9	MT - for review at next MT	31/05/2017	[31/5] signed off by Ian W., submitted for review by MT as part of 5 July meeting	05/07/2017	

INS	N80	Continuous NRPS and mystery shopping for the East Anglia franchise	David Greeno	Ian Wright	C		£62,450		£1,775		£64,225	£77,940	-£13,715	3rd party: DfT	31/08/2016	Mar-17	Mar-17	Apr-17	Mar-17	Oct-17	Nov-17	2		Green	K.S4		21/04 - RFC raised for change of KS7/KS8 end date [project includes boost survey as well as standard fieldwork] and change in original cost - total cost on original project brief did not include VAT. With David for review, will then submit to MT 3 May RFC raised by David, issues with email meant not received by AK until 02/05/17 despite being sent through on 24/04.	22/06/2017	[22/06] recent conversation with DfT suggests publication may move from Jul to Oct 2017. PPR with David for review on this basis. David advises no further changes foreseen in terms of costs, etc.		
INS	R82	Beta API development and user testing		Ian Wright	C		£80,000				£80,000			3rd party: DfT	20/09/2016	Apr-17	May-17	May-17						Green	K.S4			26/05/2017	[26/5] awaiting advices re: who is now PM for this?		
EXT	R83	Recruitment of 60+ 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			19/06/2017	[19/06] Louise confirms this project is not yet at end project review stage, further meeting/discussion with ITSO scheduled for wc 26 June		
RDS	B84	Road Surface Quality	Lee Rowbotham	Guy Dangerfield	B	£80,000					£80,000			Total costs of this whole project are 80,000. Commitment and JWA from Highways England for 50% of this figure - leaving total costs of £40,000 for Transport Focus. Highways England full contribution has now been invoiced.	03/10/2016	Dec-16	Feb-17	Apr-17	May-17	Sep-17	Oct-17			Green	K.S4			28/04 - as project dates have changed, review now no longer expected until Sept 2017. Majority of fieldwork now completed as per project plan [AK]	18/05/2017	[18/5] proposed publication Sept 2017 [AK]	
CEO	A85	January 2017 Management Team Awayday	Michelle Calvert	Jon Carter	A	£2,125					£2,125	£2,383	-£258		12/09/2016	Jan-17	Jan-17	Feb-17			Mar-17		Jan-17	Green	K.S9	MT - for review at next MT	[19/05] Finance query raised with CEO [actuals shown within review as £2247, Exchequer spend £2383, await advices]	14/06/2017	[14/06] actuals amended to £2383, project noted by Finance on this basis, comments within end project review as follows: "Accommodation was less than expected due to only Jon out of the CEO team needing overnight accommodation and all other hotels being paid for by each team member. Meeting room expenses were slightly over due to us having a last minute meeting regarding the Rail Passenger Redress Scheme directly after the Awaydays, also extra catering (refreshments) were desired during the first day. Dinner was also slightly more expensive than planned, however we did still reach the per head target"	05/07/2017	
CEO	A86	March 2017 Board and Staff Awayday	Michelle Calvert	Jon Carter	A	£10,000					£10,000	£8,986	£1,014		12/09/2016	Mar-17	Mar-17	Apr-17			Mar-17	0	Mar-17	Green	K.S9	MT - for review at next MT	[19/5] Finance query raised with CEO team [actuals stated as £7649, Exchequer shows as £8986] and the costs shown within 'actual' differ to that shown within actuals G/A funded.	14/06/2017	[14/06] costs have been amended to reflect actuals [£8986], following comments as per end project review: "Accommodation for the Board was only accounted for this project, making it significantly cheaper. Again the costings for the venue St. Bride's was slightly less than projected, again this is due to extra refreshments needed on the day, though costs were cut by not using the mic and AV equipment as it was not needed. Dinner was slightly more due to a higher turnout of staff but still kept within the per head target. Overall I believe it is agreed that all expenses outweigh the success of this event"	05/07/2017	
CEO	A87	TF Stakeholder Reception March 2017	Michelle Calvert	Jon Carter	A	£6,000					£6,000	£8,189	-£2,189		28/11/2016	Mar-17	Mar-17	Apr-17				0	Mar-17	Green	K.S8	F - with Finance	[19/05] Finance awaiting GPC statement before noting this project [AK] [15/06] Comments copied from end project review: "It has been a credit to this event's popularity that the budget for the project had to increase. Originally this event was to be for around 80 guests at the Parcel Yard pub at Kings Cross Station. However once the Secretary of State for Transport, Chris Grayling MP, agreed to say a few words the event soon became more popular with key stakeholders and the attendee list grew. Therefore a larger and more appropriate venue was needed along with an increase in catering requirements. Additionally more AV equipment needed to be used. The evening meal was also attended by more staff than originally thought and therefore the cost of this was included in this project as opposed to the parallel Board events budget. Due to this event being based with one supplier, once consumption was calculated, the invoices came through quicker than usual and so the review could be completed earlier than expected" Await noting from Finance	22/06/2017	[22/06] project to be noted by Finance on/before 19 July for inclusion within agenda for MT 9 Aug		
INS	F88	South Eastern Franchise - qualitative passenger research	Toby Cotton	Ian Wright	C	£55,300		£51,410			£55,300			Funded by DfT	22/09/2016	Nov-16	Jan-17	Feb-17	Dec-16	Jan-17	May-17	0	Jan-17	Green	K.S9	MT - for review at next MT	21/04 - published 6th April - delay due to announcement timings, project now being managed by Toby, AK to speak to Toby re: is project ready for review? [AK] 10/05 - review scheduled with Toby on 12/5 [12/05] Toby confirms research published April 2017, but to check with Martin/Sharon re: is the project closed/can a review be completed? Email to Sharon/Martin 12/05 [AK] [15/05] Sharon confirmed via email that project can now be reviewed, project review completed with Toby, awaiting signature from Toby/Ian prior to Finance review [23/05] review completed by Toby and Ian, await Finance noting prior to submission to MT	31/05/2017	[31/05 - Finance have noted, submitted for review within MT meeting scheduled for 5 July (deadline for June MT submission 30/5)]	05/07/2017	
RDS	B89	Motorway Services Users survey	Murray Leader	Guy Dangerfield	B	£180,000					£180,000				03/10/2016	Apr-17	May-17	Jun-17	Jun-17	Aug-17	Sep-17	1		Green	K.S4			25/04-progress review update: See new timelines. Project required some fieldwork in first week in April as some MSA sites were subject to extensive rebuilding. We also decided that a better output will occur by allowing one or two more weeks for analysis and building the MSA Operator presentation packs. We have also spent a small amount (a further £2.5k) completing some fieldwork boosts to achieve higher minimum numbers of responses across the MSAs. The new project spend is £175k which is still within the £180k sanctioned. De-brief is scheduled for 8th May. Meetings with MSA operators planned to happen mid-May to end May.	21/06/2017	[21/06] review completed with Murray 20/06, no change other than publication now likely to be Aug, moved from July due to purdah, AK completed PPR, sent to ML for review - once returned, will include within the project workbook	
RDS	R91	Rail passengers' experiences and priorities during engineering works	Keith Bailey	Guy Dangerfield	B	£2,000	£65,000				£67,000			3rd party: GWR & Northern. GWR paying research agency 'Chime' direct	06/01/2017	Mar-17	Jun-17	Jul-17	Jul-17	Sep-17	Oct-17	1		Green	K.S4			16/05) Originally seen as two stage project. Debrief to take place with Northern on 5 June with results from the north. Discussions with GWR have found that the qualitative research carried out shows no reason to re-do the Quant work. Project should end following Northern debrief - joint report will follow-on from this. General election purdah means publication now likely to be Sept, with project review to be held in October.	09/06/2017	[09/06] extracted from latest project review: "Further debrief to wider GWR audience scheduled for 26 June"	
INS	R95	Stakeholder research 2017	Toby Cotton	Ian Wright	B	£40,000					£40,000				28/11/2016	Mar-17	May-17	May-17						Green	K.S6			[12/05] Presentation delivered, now awaiting final forms of publication. These should be delivered by end May, likely project review will then be undertaken [31/05] Toby to liaise with Anthony w/c 5 June re: publication	22/06/2017	[22/06] publication completed via workplan, project can be reviewed but awaiting final invoice for payment of £1000 for design [running total so far £37,330] before requesting review by Toby. Will check with Finance mid-July	
EXT	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	F - with Finance	Review expected from PM 21/04 - review to be completed by Louise on 2/5 [AK] [10/05] review to be completed by Louise, who will also prompt sponsor to review, only by 19/05. AK will then ask Finance to review/who's ahead of June MT [AK] [25/5] awaiting Finance sign off, need decision from MT re: staff costs in 10,000ft. Paper created, await discussion 7 June	21/06/2017	[21/06] MT agreed within meeting 7 June that where projects do not have an associated project within 10,000ft, these can still be reviewed on a case-by-case basis, i.e. there is no requirement to 'backdate' an entry within the time recording system. Exchequer notes that the project has been credited with the external funding required, and the project reviewed as required - now requires noting. This will be completed on/bty 19 July for inclusion within MT 9 Aug		
RDS	B98	Smart Motorways research	Lee Rowbotham	Guy Dangerfield	B	£80,000					£80,000				06/01/2017	Apr-17	Jun-17	Sep-17	May-17	Jul-17				Amber	K.S4			[18/5] proposed publication early Sept 2017 Research Agency changed the fieldwork schedule in early March to shift more fieldwork into April 2017. This was against a clear remit to do this work by the end of the financial year. RAG changed to AMBER to highlight this slipped timescale that will push significant elements of this project into the 17/18 FY. Discussions had with GD and the research agency (Illuminas).	07/06/2017	[07/06] proposed publication date w/c 11 Sept	
INS	R99	Research on rail passengers with a disability	Murray Leader	Ian Wright	C		£39,030				£39,030	£71,904	-£32,874		06/01/2017	Apr-17	Jun-17	Jul-17	Sep-17	Nov-17	Jan-18	1		Green	K.S4			Follow-on from project 945. Project originally agreed by MT Jan 2017, with out of meeting approval gained from Board for a request for change [funding and scope] Mar 2017 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. 25/04 - comments via project review: "The project timescales have lengthened, DfT have requested more time to input into finalising the questionnaire and research design docs. They have done so cognisant of the impact on project completion time. The need for the research information that should arise from this research has increased substantially within DfT. Costs remain as mentioned in the prior update - although DfT requested uplifting the online completes to 1000 from 850 - cost increase £1,440 (inc VAT)"	20/06/2017	[20/06] Murray confirms no change on project status, but believes DfT may now be taking the lead on this going forward, will request status in next review session [mid-July]	
RDS	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	Aug-17	Jul-17	2		Green	K.S4			02/05 - text copied from PPR updated by Toby, unable to ascertain what date this was added: "Original project brief includes both a qualitative research and a quantitative research stage. Qualitative research was complete within the financial year and will report in June. The quantitative research however, was not complete before end March and therefore will be undertaken in May and report in June shortly after the qualitative report. Of the original £59k budget, £47,244 was spent on the qualitative research and £2k was accrued" [AK] [12/05] Toby confirms no changes, still on track to meet latest target dates	22/06/2017	[22/06] Toby confirms no changes, still on track to meet latest target dates	
INS	02R	Caledonian Sleeper Qualitative Research	Keith Bailey	Ian Wright	B	£5,160	£40,000	£8,750			£45,160			3rd party: Caledonian Sleeper	27/02/2017	May-17	Jul-17	Aug-17						Green	K.S4			[16/05] fieldwork has been completed and results presented. On schedule for publication, no changes around cost/risks/scope [AK]	07/06/2017	[07/06] publication requested by Caledonian Sleeper of w/c 26 June [AK]	
INS	03R	Wales and Borders franchise project [aligned with project 07R]	Louise Coward	Ian Wright	B	£250	£55,950		£42,250	£56,200	£13,950			3rd party: TW & DfT [boost survey] £250 allocated to 17-18 financial year	06/02/2017	Apr-17	May-17	Jun-17	Jun-17	Jun-17	Jul-17	1		Green	K.S4			Feb 2017 - DfT requested boost to cover Welsh Borders passengers. RFC raised and approved within Feb 2017 MT meeting. Original cost change from £42,250 to £56,200 21/04 - following discussion with Louise, publication/project end date likely to move due to purdah period, so have added revised dates of June for KS5 & KS7, with KS8 now being due July 2017. No change form completed as dates are yet to be confirmed [AK] [10/05] Louise confirms no change [AK]	07/06/2017	[07/06] publication date confirmed as 29 June	
CEO	04R	Staff Survey Feb 2017	Ping Teo	Anthony Smith	B	£1,560					£1,560				27/02/2017	Mar-17	Mar-17	Mar-17						Green	K.S8			[19/05] awaiting Finance review/sign off - query relating to 10,000ft. amount shown in TRS differs to that shown as 'spend' within the project review	20/06/2017	[20/06] project review to be completed [AK]	

INS	05R	Rail priorities and trust	Keith Bailey	Mike Hewitson	B	£150,000				£950	£150,000			£950 [exc: VAT] survey boost requested by GWR [May 2017]	17/02/2017	May-17	Jul-17	Sep-17					Amber	K.S4		Fieldwork underway. GWR contributed £950 for boost in their area [18/05] Still on target to meet July publication date, no other changes in terms of scope, costs, schedule and risk [AK] [18/05] Shahid and Nigel have agreed to leave the cost category as B despite part funding being supplied by GWR. Copy of agreement placed within project workbook [18/05] comments copied from PPR, project status changed from Green to Amber "Initial presentation of outputs has shown that while Priorities data is credible, Trust levels are showing an unexpected increase, latest Which? study suggests the opposite. Agency is exploring the data/looking at changes in the survey methodology and seeing whether/how the data might be eweighted to be a better match for 2014 and deliver more credible findings" KS5 end date moved from May to June within the same PPR,, publication & review date remain unchanged [02/05] Louise advises fieldwork has been completed, debrief scheduled for 4/5 [AK] [10/05] following debrief held 04/05, publication date will now be Oct 2017. Completed PPR and forwarded to Louise for review/agreement [19/05] Louise has agreed May PPR. This contains details of £7500 funding increase due to publication costs accrual. Submitted for discussion with MT 7 June re: funding change	18/05/2017	[18/5] proposed publication w/c 10 July 2017 [before rail strategy published]	
INS	06R	Young Transport Users	Louise Coward	Ian Wright	B	£47,500					£40,000	£47,500	-£7,500	Accrual on publication costs of £7500 agreed	27/02/2017	May-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	1	Green	K.S4		[15/06] funding increase approved, copy of approval notice sent to Louise for reference, original retained within project workbook			
INS	07R	Wales and Borders research stakeholder event [aligned with project 03R]	Martin Clarke	Anthony Smith	B	£10,650					£10,650				27/02/2017	May-17	May-17	Jun-17		Jun-17	Jul-17		Green	K.S4		[23/05] project to be discussed as agenda item within MT meeting on 7 June, Martin to liaise with Michelle re: adding as an agenda item	13/06/2017	[13/06] original costs shown incorrectly within this log, updated from £6650 to £10650 as per original project brief and PAN	
INS	08R	East Midlands franchise project	Toby Cotton/Sultana Idris	Ian Wright	C	£250	£60,000				£60,250				27/02/2017	Jun-17	Jul-17	Aug-17					Green	K.S4		[02/05]Update provided by Louise Coward - project now being managed by Toby/Sultana. Project tendered, fieldwork is underway [AK] [12/05] Toby confirms no changes, still on track to meet latest target dates [23/05] Martin confirmed debrief due to take place w/c 5 June [31/05] debrief scheduled for 6 June, costs/scope/risks/timescale unchanged	22/06/2017	[22/06] Toby confirmed debrief took place as planned, no changes to project schedule, costs, scope, still on track	
INS	10R	A dual measurement approach to NRPS in Scotland	David Greeno	Ian Wright	D	£64,675					£64,675	£64,675		Funding being provided by ScotRail	27/02/2017	Feb-18	Mar-18	Apr-18		Jul-17		1	Green	K.S4		[22/06] ScotRail have requested publication should be ASAP post NRPS, which is due in July 2017. Project progress review completed and sent to David for review [publication date change from April 2018] [17/5] note that payt will be split, expected Jul 2017 and Feb 2018. Query re: project coding - category B when funding is being provided by ScotRail - with AK to discuss with Finance [18/05] Shahid/Nigel have agreed that the cost category should be changed from B to D - amended within project workbook	22/06/2017	No other changes foreseen in terms of costs, etc. NB - likely that publication of 10R will be at the same time as N21, and possible that publications will be combined. Further discussions/advice awaited on this.	
COM	11C	Media Training Workshop	Hazel Phillips	Hazel Phillips	B	£12,000					£12,000				27/02/2017	Mar-17	Mar-17	Apr-17					Green	K.S7	P - with PM	19/05/2017	[19/05] costs confirmed with Hazel, review to be completed		
INS	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		Jul-17	Aug-17		Green	K.S4		[10/05] No changes foreseen [AK]			
CEO	12A	Rail Passengers Redress Scheme	Vivienne Bailey/Michelle Calvert	Jon Carter	D	£566,019					£566,019			3rd party: RDG	27/02/2017	Feb-17	Jul-17	Sep-17					Green	K.S8	Q - in query	20/06/2017	[20/06] End project review completed by Michelle, comments noted against project outcomes "All of these outcomes are now irrelevant as the project has been cancelled". Awaiting advice from Finance re: any spend against this project in Exchequer before sending to Sponsor/Finance for review		
INS	14D	Additional SRUS User Testing	Brigitta Horup	Guy Dangerfield	A	£111,100					£111,100			[16/6] costs for project D73 set against this project code [£12,672]	27/02/2017	Jul-17	Aug-17	Sep-17		Oct-17	Nov-17	1	Green	K.S4		03/05 - this is the 'whole journey' project. Project on schedule for completion [AK] 16/06 - costs for project 14D set against this project code in Exchequer	16/06/2017	[21/06] Following discussion with Brigitta, proposed pilot/publication date of Sept 2017 remains unchanged - note, however, there may be 'knock-on' effect following meeting to be held by GD with DfT, ORR and HE on 7 July re: next steps/use of DVLA. Other projects which will be affected by this are D50, D63, D39, D66 and D70.	
PROJECTS 2017 - 18																													
RDS	D90	Strategic roads survey of senior executives in the logistics and coach sectors [transferred from 2016-17 financial year, previously logged as B90]	Brigitta Horup	Guy Dangerfield	B	£70,000					£70,000			PO raised for £63,480 inc. VAT	03/10/2016	Apr-17	Apr-17	May-17	Aug-17	Sep-17	Sep-17	1	Green	K.S4		[19/04, AK] Brigitta confirmed currently on schedule	03/05/2017	[03/05] Project transferred from 2016/17 financial year. PPR completed with Brigitta, who will now review/discuss with Guy before confirming all OK. In addition, discussions required with comms re: change of delivery dates	
EXT	13E	Caledonian Sleeper Guest Satisfaction Survey	Keith Bailey	Ian Wright	E			£15,050			£31,000	£15,050		£31,000 funding from Caledonian Sleeper agreed at project start £65,500 being jointly funded by SyPTE, TIGM, TIEM, NET & Blackpool trams [England] and Edinburgh Trams [Scotland], the latter includes a management fee	04/05/2017	Jun-18	Jul-18	Sep-18					Green	K.S4		22/05/2017	[22/05] All Board members have approved, project reference advised to Keith, to be discussed/confirmed as approved within MT 7 June		
INS	15R	Tram Passenger Survey (TPS) Wave 5: Autumn 2017	Robert Pain	David Sidebottom	B	£63,845				£1000 [Edinburgh Trams]	£65,500	£129,345			13/06/2017	Apr-18	May-18	May-18					Green	K.S4		[24/5] workbook and accompanying costings sheets created by NH/RP. Awaiting creation of a summary paper for Board (possibly by Ian and/or Anthony) prior to Board submission for approval - the latter to be managed by CEO team	13/06/2017	[13/06] Approval given via Members Event, notified via CEO office	