TRANSPORT FOCUS
RECORD OF PROJECTS
Noon 31/10/2017

transportfocus

- Project awaiting approval
- Request for change awaiting approval
- End project review underway

	Core work categories				Additional work categories	
Category	**A**	**B**	**C**		**D: Full cost recovery**	**E: Commercial**
Short description	**DfT funded core work**	**DfT funded discretionary work (which may include a joint project with industry partners)**	**DfT separately funded workstreams**		**Work undertaken for industry partners where Transport Focus is NOT making a financial contribution**	**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	7
K.S4	Project brief approved: project live	29
K.S5	Project complete: with PIT / Comms	1
K.S6	Project complete: awaiting publication or closure	2
K.S7	Project published / closed, review expected/is underway by PI	9
POST PROJECT		
K.S8	Project review complete by PM: awaiting sign off by sponsor a	0
K.S9	Project review presented for sign off to MT	6
K.S10	Project outcomes assigned to follow-up and/or lessons learne	0
		54

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

Programme	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	Final Costs [Project end]	Finance Comments	Project Start (Approved)	Original project brief (KS5)	Original project brief (KS7)	Original project brief (KS8)	Revised dates via PPR/RFC (KS5)	Revised dates via PPR/RFC (KS7)	Revised dates via PPR/RFC (KS8)	Changes to end date [KS7]	Project End (actual)	Post Project Review Complete	Project Status	Project Key Stage	End project review stage	Last review date	MT/Board sign off expected [date]
Rail	INS	F46	CrossCountry Direct Award Franchise Research	Sharon Hedges	Mike Hewitson	C	£500				£48,500	£48,500		£48000 funded by DfT Cross Country Franchise project team	Oct-15	Jan-16	Feb 2016	Feb-16		Nov-17	Dec-17				Green	K.S7	F - with Finance	31/10/2017	
Rail	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		Sep-17	Oct-17	1			Green	K.S9	MT - for review at next MT	30/10/2017	08/11/2017
Road	RDS	01B	Scoping Study for Measuring Satisfaction with the SRN amongst Non-Motorised Users [pedestrians, cyclists and equestrians]	Toby Cotton	Guy Dangerfield	B	£59,000					£59,000			26/01/2017	Apr-17	May-17	Jun-17	Apr-17	Nov-17	Jan-18	4			Green	K.S4		17/10/2017	
Rail	EXT	64R/HS2	HS2 Customer Community & Customer Insight Steering Group	Rosie Giles	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		20/10/2017	
Other	INS	R82	Beta API development and user testing	Rosie Giles	Ian Wright	C		£80,000				£80,000		3rd party: DfT [Aug 2017] spend to date £60,106.50	20/09/2016	Apr-17	May-17	May-17	Nov-17	Jan-18	Feb-18	1			Green	K.S4		20/10/2017	
Tram	INS	81R	Tram Passenger Survey	Robert Pain	David Sidebottom	B	£55,500		£70,500	£1,000		£127,000		3rd party: Edinburgh Trams, TfGM, Centro, Blackpool Transport, NET, SYPTE	23/05/2016	Mar-17	Apr-17	May-17	May-17	Jun-17	Dec-17				Green	K.S4		20/10/2017	
Road	INS	B32	National Road Users Satisfaction Survey (NRUSS)	Murray Leader	Ian Wright	A	£390,000					£390,000		[19/09] update via ML - 2016-17 – budget £325,277 – this amount fully spent. 2017-18 – budget £326,000. Current NRUSS commitment to agency £331,783. Last year's Comm's costs £5,621 (which are in this year's budget). Expected reporting costs for this year are £2,500 design and £1,000 print i.e. £3,500. Aecom have agreed to reduce the reporting costs across both financial periods by £11, 280 inc VAT in total, thus making deficit value £3,624	18/02/2016	Mar-17	May-17	Jun-17	Mar-18	Jul-18	Sep-18				Green	K.S4		20/10/2017	
Road	RDS	B72	Road User Performance Metrics	Murray Leader	Guy Dangerfield	B	£40,000		£40,000			£80,000		3rd party: ORR	27/06/2016	Nov-16	Dec-16	Jan-17	Mar-17	Apr-17	Apr-17	1	Apr-17	Oct-17	Green	K.S9	MT - for review at next MT	04/10/2017	08/11/2017
Road	RDS	B89	Motorway Services Users survey	Murray Leader	Guy Dangerfield	B	£180,000					£180,000			03/10/2016	Apr-17	May-17	Jun-17	Sep-17	Oct-17	Dec-17	2			Green	K.S4		20/10/2017	
Rail	INS	R99	Research on rail passengers with a disability	Murray Leader	Ian Wright	C		£39,030				£39,030		Funding breakdown is £24450 under project 94S, £39030 approved in Jan 2017 and £32874 approved March 2017 - total of £71,904, all funded by DfT.[02/10] project change raised for addl funding £2400 inc VAT, submitted for MT 4 Oct. Monies initially requested from Transport Focus funds, but will seek to recoup from DfT at a later date	06/01/2017	Apr-17	Jun-17	Jul-17	Feb-18	Mar-18	Apr-18	2			Green	K.S4		20/10/2017	
Other	INS	07R	Wales and Borders research stakeholder event [aligned with project 03R]	Martin Clarke	Anthony Smith	B	£10,650					£10,650	£1,736.74	[18/09] end project costs: total £2345.74 less £609 recharged to TfW	27/02/2017	May-17	May-17	Jun-17		Jun-17	Sep-17		Jun-17	Sep-17	Green	K.S9	MT - for review at next MT	18/10/2017	08/11/2017
Multi-mode	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		Dec-17	Jan-18	3			Green	K.S6		16/10/2017	
Multi-mode	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		Dec-17	Jan-18	3			Green	K.S6		16/10/2017	
Bus	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 [20/09] Finance advise £3k income recorded thus far	03/10/2016	Dec-16	Jan-17	Feb-17		Nov-17	Jan-18				Green	K.S4		16/10/2017	
Rail	INS	03R	Wales and Borders franchise project [aligned with project 07R]	Louise Coward	Ian Wright	B	£250		£55,950		TfW £42k, DfT £13,950	£42,250	£53,056.10	3rd party: TfW & DfT [boost survey] £250 allocated to 17-18 financial year [Sep 2017] final costs - £53,056.10 less £42,000 recharged to TfW	06/02/2017	Apr-17	May-17	Jun-17	Jun-17	Jun-17	Jul-17	1	Jun-17	Sep-17	Green	K.S7	P - with PM	16/10/2017	
Bus	INS	06R	Young Transport Users	Louise Coward	Ian Wright	B	£47,500					£40,000		Accrual on publication costs of £7500 agreed [21/09] estimated costs to date £47,213.50, not including OS accrual £7500 for publication	27/02/2017	May-17	Jul-17	Aug-17	Sep-17	Nov-17	Dec-17	2			Green	K.S4		16/10/2017	
Bus	INS	09R	Detailed analysis of the BPS data	Louise Coward	Ian Wright	B	£7,500					£7,500		[20/09] Exchequer £6k spend for Mike Fernie analysis	27/02/2017	May-17	Jun-17	Jul-17		Dec-17	Jan-18	2			Green	K.S4		16/10/2017	
Road	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. HE full contribution has now been invoiced.	03/10/2016	Dec-16	Feb-17	Apr-17	May-17	Nov-17	Jan-18	2			Green	K.S4		18/10/2017	

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Road	RDS	B98	Smart Motorways research	Lee Rowbotham	Guy Dangerfield	B	£80,000					£80,000		Publication costs overspill into 2017/18 budget [20/09] Exchequer report produced - net project cost to date £76,239.62	06/01/2017	Apr-17	Jun-17	Sep-17	May-17	Sep-17	Jan-18	1			Green	K.S7	P - with PM	18/10/2017	
Rail	EXT	R76	Waterloo improvements tracking	Keith Bailey	Guy Dangerfield	D			£50,000			£49,200		3rd party: NetworkRail & SWT [31/8] First 3 waves total recharge to NR=£50,250 exc VAT. Wave 4 agreed NR recharge @ £14,950 [exc VAT], £12,974 BDRC fee	27/06/2016	Sep-17	Nov-17	Jan-18							Green	K.S4		17/10/2017	
Rail	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	Oct-17	Nov-17	2			Green	K.S5		17/10/2017	
Rail	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	Feb-18	Mar-18	Apr-18	3			Green	K.S4		17/10/2017	
Other	CEO	A62	Time/worksheet recording [manual paperwork]	Heather Minshull	Anthony Smith	B	£1,200					£1,200		£nil spend on Exchequer [June 2017]	04/04/2016	Mar-17	Apr-17	May-17	Mar-17	Apr-17	May-17	0	Apr-17	Aug-17	Green	K.S9	MT - for review at next MT	18/10/2017	
Rail	INS	N21	ScotRail NRPS summer and winter waves 2015-16 and 2016-17	David Greeno	Ian Wright	D			£96,610	£4,000		£43,490		Paid for by ScotRail. 2015-16 wave £43,490 and 2016-17 £53,120. Including VAT and mgmnt fees of £2k per year	27/04/2015	Feb-16	Feb-16	Mar-16	Jun-16	Nov-17	Dec-17	2			Green	K.S4		16/10/2017	
Rail	INS	N80	Continuous NRPS and mystery shopping for the East Anglia franchise	David Greeno	Ian Wright	C		£102,300				£64,225		3rd party: DfT [Aug 2017] costs breakdown £77,940 relates to BDRC fees 2016/17 and £102,300 recharge to DfT [2017/18]of which £84,577 relates to Chime fees, including VAT	31/08/2016	Mar-17	Mar-17	Apr-17	Mar-17	Oct-17	Nov-17	2			Green	K.S4		12/10/2017	
Rail	INS	10R	A dual measurement approach to NRPS in Scotland	David Greeno	Ian Wright	D	£77,610				£77,610	£64,675		Funding being provided by ScotRail	27/02/2017	Feb-18	Mar-18	Apr-18	Apr-18	Jul-18	Aug-18	1			Green	K.S4		16/10/2017	
Rail	EXT	E67	Merseytravel	Dan Taylor	Ian Wright	E			£112,032		£112,032	£95,340		Paid for by MerseyTravel	20/05/2016	May-18	Jul-18	Aug-18	Feb-19	May-19	Jun-19	Jan-00			Green	K.S4		28/09/2017	
Road	RDS	D39	Design, Test and Pilot Research Materials for the New Road User Satisfaction Survey	Brigitta Horup	Guy Dangerfield	A	£150,000					£150,000	£223,690	Costs breakdown: original brief=£160,200, change request Nov 2015=£7,500, change request Sept 2016-£10,200 [Jul 2017] agreed between Guy/Shahid that 15-16 costs [£60,660] & 16-17 costs [£163,030] would be assigned to this project. Spend of £7,370 already assigned for 17-18 will be costed against new SRUS project [24B]	16/09/2015	Jun-16	Aug-16	Sep-16		Oct-17	Apr-18			Aug-17	Green	K.S7	P - with PM	17/10/2017	
Road	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	£205,960	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, approved, to be costed to new SRUS mobilisation project [24B] as 2017-18 expenditure	04/04/2016	Apr-16	Oct-16	Nov-16	May-17	Oct-17	Nov-17	2		Aug-17	Green	K.S7	P - with PM	17/10/2017	
Road	INS	D68	SRUS Pilot method review	Brigitta Horup	Guy Dangerfield	A	£15,960					£15,960	£7,240	[03/10] invoice received from Real Research [ref 1176] for £7,200 inc VAT has been charged against new project 24B as this falls within 2017 - 2018 financial year	23/05/2016	May-16	Dec-16	Dec-16	Jun-17	Oct-17	Nov-17	3		Sep-17	Green	K.S7	P - with PM	17/10/2017	
Road	INS	D70	DVLA recruit for SRUS	Brigitta Horup	Guy Dangerfield	A	£10,056					£10,056	£13,650		09/06/2016	Jun-16	Aug-16	Sep-16	May-17	Sep-17	Sep-17	2		Sep-17	Green	K.S7	P - with PM	17/10/2017	
Road	INS	D73	SRUS survey scripting	Brigitta Horup	Guy Dangerfield	A	£10,800					£10,800	£0	Costs transferred to D63, then moved again to 14D	27/06/2016	Jun-16	Jul-16	Aug-16							Green	K.S7	P - with PM	17/10/2017	
Road	INS	14D	Additional SRUS user testing	Brigitta Horup	Guy Dangerfield	A	£111,100					£111,100	£46,650.00	[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		Sep-17	Green	K.S7	P - with PM	17/10/2017	
Road	RDS	B90	Logistics and coach sector survey [transferred from 2016-17 financial year]	Murray Leader	Guy Dangerfield	B	£70,000					£70,000		PO raised for £63,480 inc. VAT. Expenditure as of 31 July 2017 - £31,740 [£28k 2016-17 & £3740 2017-18]	03/10/2016	Apr-17	Apr-17	May-17	Mar-18	Apr-18	May-18	2			Green	K.S4		20/10/2017	
Rail	EXT	13E	Caledonian Sleeper Guest Satisfaction Survey	Keith Bailey	Ian Wright	E			£15,050	£31,000		-£15,950	-£13,220	£31,000 funding from Caledonian Sleeper agreed at project start. Invoicing x 5 agreed as folls: June [setup, cog.testing and basic fee], Aug & Nov 2017, Feb and May 2018 - basic fee only [20/09] one off spend £2730 inc VAT via out of meeting authority for StatsPeople, overall projected income reduced	04/05/2017	Jun-18	Jul-18	Sep-18							Green	K.S4		28/09/2017	
Tram	INS	15R	Tram Passenger Survey (TPS) Wave 5: Autumn 2017	Rosie Giles	David Sidebottom	B	£63,845			£65,500		£129,345		£65500 being jointly funded by SyPTE, TfGM, TfEM, NET & Blackpool trams [England] and Edinburgh Trams [Scotland], the latter includes a management fee [20/10] Edinburgh trams replaced by Glasgow subway:similar funding numbers	01/06/2017	Apr-18	May-18	May-18							Green	K.S4		20/10/2017	
Other	EXT	16E	Signposting research project	Michelle Calvert	Jon Carter	A	£8,397					£8,397		Quote provided by TUINK for printing costs [200 copies] NH confirms the funding will from the Redress budgets from DfT.	02/08/2017	Jun-17	Jun-17	Jul-17				0	Jul-17	19/07/2017	Green	K.S9	MT - for review at next MT	19/10/2017	08/11/2017
Road	RDS	17B	Tunnel vision	Keith Bailey	Guy Dangerfield	B	£99,980							£99980 includes costs for staff, full recovery and margin	13/09/2017	Jan-18	Feb-18	Mar-18							Green	K.S4		17/10/2017	

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Rail	INS	18R	Derby engineering works	Keith Bailey	Guy Dangerfield	B	£61,250					Y - £8,060		[16/10] agreed by MT 4 Oct category B with funding from EMT for research agency costs. Breakdown: staff costs £8,060. Other £53,460. Total £61,250 Refer costings worksheet tab for further information	23/10/2017	Nov-18	Dec-18	Jan-19							Green	K.S4		23/10/2017	
Rail	INS	19R	Network Rail - passenger views on sustainability on the railways	Louise Coward	Ian Wright	B			£25,650	£25,000		£25,650		£25k funding agreed with Network Rail, confirmed by MT as cat B project [20/09] £0 spend on Exchequer thus far	02/08/2017	Sep-17	Nov-17	Dec-17							Green	K.S4		16/10/2017	
Other	CEO	20A	Staff awayday Oct 2017	Elizabeth Ganak	Jon Carter	A	£7,600					£7,600		Budget already set aside for this within CEO budget, noted as "unallocated pot" within MT notes from 2 Aug	02/08/2017	Oct-17	Oct-17	Oct-17							Green	K.S4		20/10/2017	
Rail	INS	21R	Waterloo Station upgrade monitoring	Catherine Folca	Guy Dangerfield	B							£30,311.75/ 286.51hrs	Monitored only on 10,000ft											Green	K.S9	MT - for review at next MT	19/10/2017	08/11/2017
Other	EXT	22E	Rail Passenger Ombudsman [awaiting costings worksheet]	Jon Carter	Anthony Smith	E						£516,145		[07/08] The total budget assigned for this project is £518,145 Inc. VAT based on the original figure of £566,019 from project 12A [the original redress scheme] less £16,834 [2016-17 charges] and the £31,040 which has been charged so far in 2017-18.		Dec-17	Jan-18	Feb-18							Green	K.S3		11/10/2017	
Rail	INS	28R	GWR - Future of Ticketing	Keith Bailey	Guy Dangerfield	B	£10,430 [staff + direct costs]			£50,000 [research costs via GWR]		£60,430		[16/10] caveat via NH:This project has been classified as a jointly funded Category B project which means that we have chosen to undertake this work from our DfT funding with our partner funding the research agency costs only"		Feb-18	Apr-18	Jun-18							Green	K.S3		24/10/2017	
Roads	RDS	24B	SRUS mobilisation	Brigitta Horup	Guy Dangerfield	A	£178,056					Budget set aside of £326k		Link to copy of 24B costings worksheet No primary research expenditure expected, i.e. will all be 'one-off' spends		Mar-18	Mar-18	Apr-18							Amber	K.S3		05/10/2017	
Other	CEO	25A	Stakeholder Reception November 2017	Elizabeth Ganak	Jon Carter	B	£7,000					£7,000		Paid for from the unallocated pot	06/09/2017	Nov-17	Nov-17	Dec-17							Green	K.S4		13/09/2017	
Multi-Mode	Transport User Team	26M	Coach and Bus Exhibition Oct 2017	Stuart Edwards	David Sidebottom	B	£9,060					£9,060		Cost breakdown:£4700 staff [no VAT], £4360 other direct costs [inc VAT]. £2500 approved by MT for exhibition costs to be GIA funded	06/09/2017	Oct-17	Oct-17	Dec-17							Green	K.S4		20/09/2017	
Roads	RDS	27B	Disabled users experience of the SRN	Catherine Folca	Guy Dangerfield	B	£79,500			£79,500		£79,500		DfT funded. Breakdown:£82,600 direct costs, £14,900 staff costs	06/09/2017	Feb-18	Mar-18	May-18							Green	K.S4		16/10/2017	
Roads	RDS	29B	A' road users services user experience research	Toby Cotton	Guy Dangerfield	B	£96,680					£96,680		GIA funded. Original costs breakdown - staff costs £18,980, other costs £77,700	06/09/2017	Mar-18	Apr-18	May-18							Green	K.S4		16/10/2017	
Roads	RDS	30B	NRUSS 2018 - 2019 wave	Murray Leader	Guy Dangerfield	A	£339,700					£350,510				May-19	Jun-19	Aug-19							Green	K.S3		20/10/2017	
Roads	RDS	31B	Motorway Services Users Survey [MSUS] wave 2 [awaiting workbooks, discussions to commence Oct 2017]	Murray Leader	Guy Dangerfield	B																							
Other	Corporate Services	32X	IT migration [awaiting workbooks x 2]	Eamon Caughey	Nigel Holden	A																				K.S3		12/10/2017	
Other	Insight	33R	Liverpool Lime Street monitoring [station closure 30 Sept - 22 Oct 2017] [10,000ft-only project]	Toby Cotton	Ian Wright	A								10,000ft-only project		Sep-17									Green	K.S4		02/10/2017	
Other	CEO	34A	MT awayday Birmingham, January 2018	Michelle Calvert	Jon Carter	B	£3,883					£3,883		Cost breakdown: staff £1776: other £2123		Jan-18	Jan-18	Jan-18							Green	K.S3		30/10/2017	
Roads	RDS	35B	Pedestrians Equestrians Cyclists Winter 2017 research	Toby Cotton	Ian Wright	A	£90,590					£90,590		Cost breakdown: staff [exc VAT] £12,590. Other direct costs [inc VAT] £78,000		Apr-18	May-18	May-18							Green	K.S3		31/10/2017	
Other	CEO	36A	Staff and Board awayday March 2018 [awaiting event workbook & expenses estimate]	Michelle Calvert	Jon Carter																							30/10/2017	