Project summary report

Project status as at noon on 31 October 2017

Document revision history

Version	Creation Date	Reason for update
0.1	4 October 2017	Report template created
0.2	31 October 2017	Relevant text added
1.0	31 October 2017	Submitted for MT 8 November 2017

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1. Introduction

The purpose of this report is to produce a summary which should be read alongside the current Record of Projects ['record of projects status noon 31 October 2017'] presented as part of the monthly meeting cycle.

2. Record of projects content

The list is derived from an Excel spreadsheet maintained by the Corporate Services team in Manchester. This is condensed and saved as an Adobe document. It provides details of all current live projects, each of which is summarised in a single line. They are categorised in order of budgetary year.

3. Applicable meetings

This summary document will sit alongside any discussions relating to the Record of Projects as of 26 September 2017. It is anticipated that the meetings in which this report will be used are:

- Management team meeting [MT] – 8 November 2017
- Members Event – 14 November 2017
- Board meeting– 14 November 2017

At the time of writing, no indication has been given as to whether this summary and accompanying Record of Projects will be required at any other meeting.

4. Key observations

4.1 Outstanding project documentation

4.1.1. Ombudsman project [22E]

The project workbook and associated costings worksheet for the Ombudsman project remain outstanding. Fundamentals in terms of objectives and expected deliverables have, however, been documented within a project initiation document [PID] which is currently undergoing review. It is anticipated that Board approval will be sought in November 2017 by submission of the project workbook and costings worksheet in the usual manner, and meetings are in the diary to ensure these are completed and submitted in a timely fashion.

4.1.2. SRUS mobilisation [24B]

A meeting to complete a final review of the project workbook and associated costings worksheet for the new SRUS mobilisation project is scheduled to take place on 3 November. It is anticipated that these will then be submitted alongside a summary paper for review and approval by the Board during the same month. have been partially completed and were forwarded for review to both the Sponsor and PM in August - these have still not been received at the time of writing.

In addition, a total of six end project reviews remain outstanding for SRUS – refer section 4.2 below for further details.

4.2 Aged project reviews

There are a number of projects which have been in an end review stage for more than one month. The specifics are shown in the table below – note that the 'time outstanding' column does not include occasions where the progress has been chased:

Review stage	Sponsor [PM]	Project ref	Description	Outstanding since
Project Manager	Guy Dangerfield [BH]	D39	SRUS pilot	25 August 2017
Project Manager	Guy Dangerfield [BH]	D63	SRUS – alternative test	25 August 2017
Project Manager	Guy Dangerfield [BH]	D73	SRUS scripting	4 September 2017
Project Manager	Guy Dangerfield [BH]	D68	SRUS pilot review	5 September 2017
Project Manager	Guy Dangerfield [BH]	D70	SRUS DVLA recruit	5 September 2017
Project Manager	Guy Dangerfield [BH]	14D	Additional SRUS testing	5 September 2017
Project Manager	Ian Wright [LC]	03R	Wales and Borders Franchise	16 September 2017

4.3 Projects 'in the pipeline'

There are four pieces of work where a project number has been assigned but remain at the discussion stage. These are:

- 23R – GWR Station and Train usage ['in principle' paper agreed at MT in August]
- 31B – MSUS wave 2
- 32X – IT migration [options paper discussed at MT in September]
- 36A – Staff and Board awayday [workbooks requested by project manager 30 October]

4.4 Projects identified as Amber RAG status

There are currently no 'in flight' projects which are deemed Amber. Note, however, that project 24B – SRUS mobilisation – currently carries an Amber status, but is not technically 'live' until Board approval has been sought and obtained.

4.5 Changes from previous report

As project risks are reviewed with project managers on a monthly basis, and the quality of those being identified within new projects has significantly improved, it is felt that the best forum to review project risks and any associated issues is to compile and present a paper at the next ARARC meeting in January 2018. In addition, the opportunity will be taken to present a status report in respect of the observations made against the project governance framework during the February 2017 internal audit.

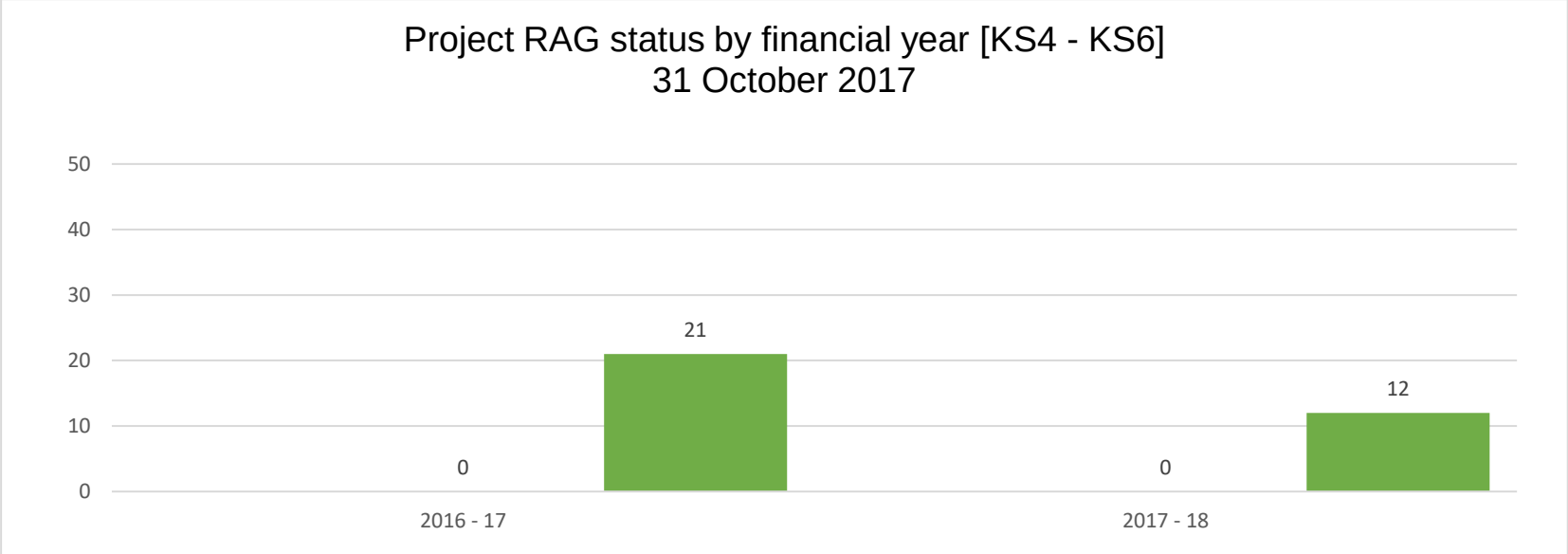
5. Key performance indicators

5.1 Definition of key stages

- KS3 – project awaiting MT and/or Board approval
- KS4 – project live
- KS5 – main body of work has been completed, awaiting policy and/or comms review/discussions
- KS6 – publication pending
- KS7 – end review stage, with project manager
- KS8 – end review stage, with Sponsor, Finance and/or Corporate Services
- KS9 – awaiting MT sign off

5.2 RAG status

The graph below summarises the RAG status by financial period for projects at KS4 – KS6 [projects 'in flight']:

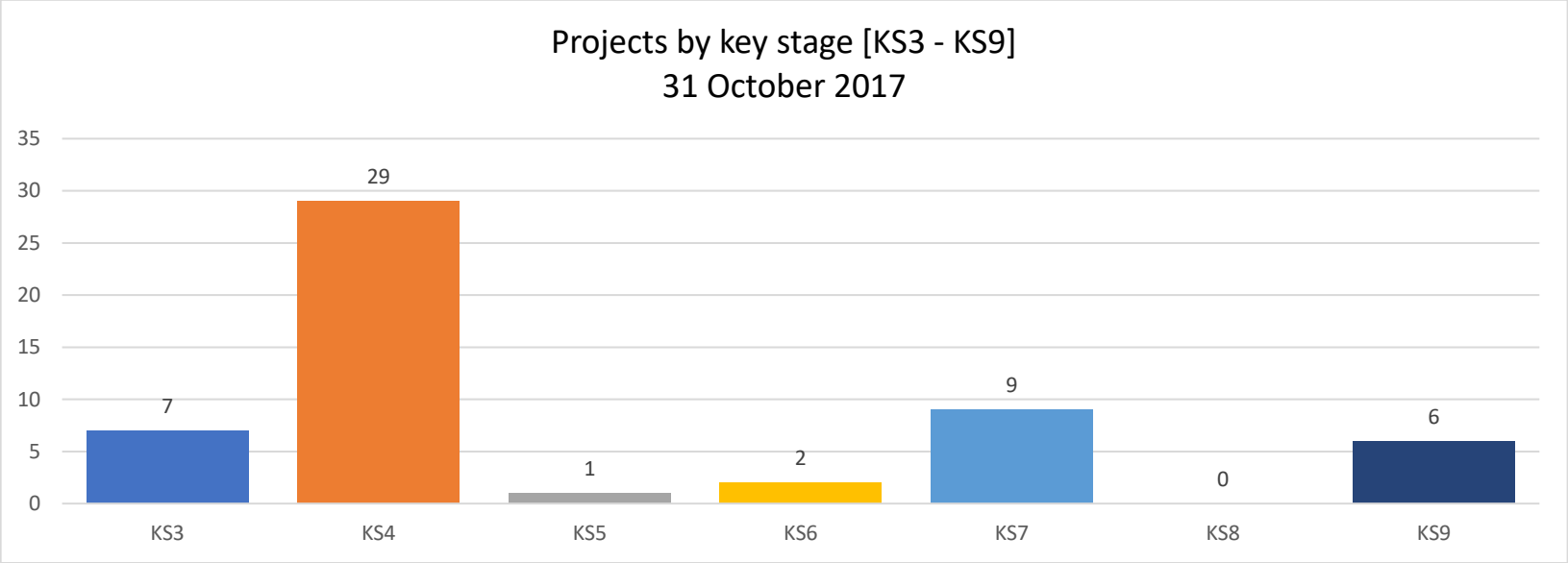


5.2.1. RAG status summary

Of the total number of 33 projects within stages KS4 – KS6, none are currently identified as Amber status.

5.3 Key stages

The graph below indicates the key stages at which projects are currently residing:



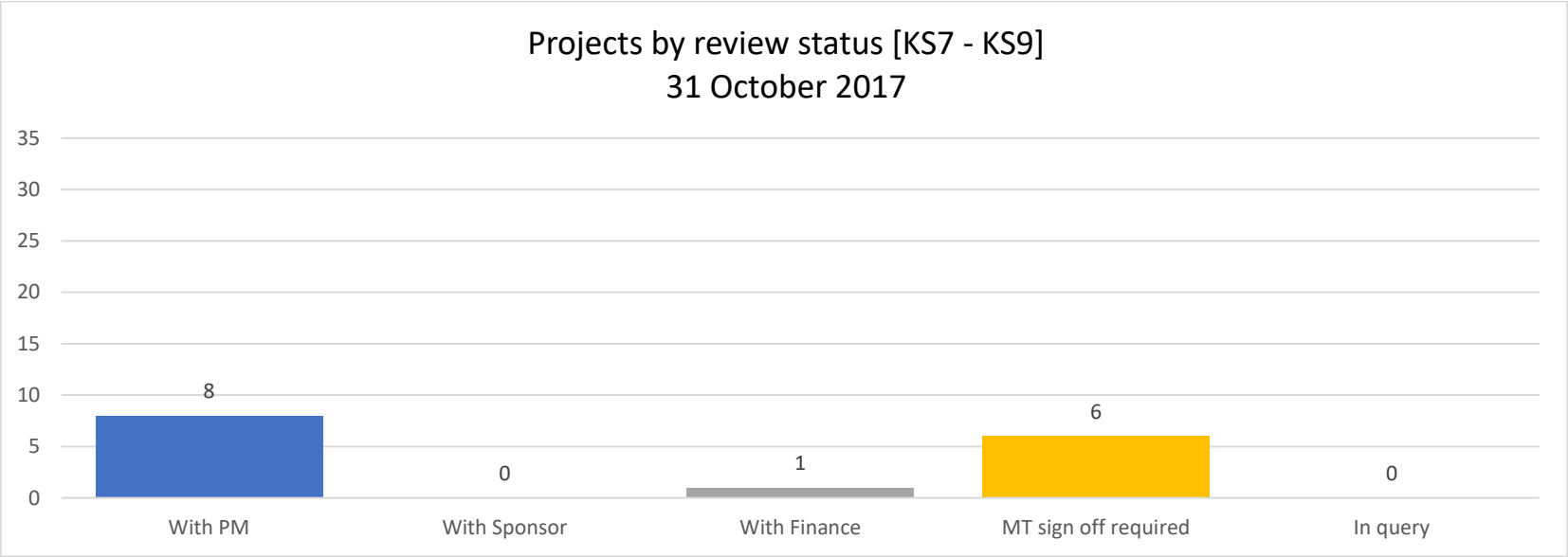
5.3.1. End project review status

As part of each end project review, there are three authority levels the project must go through:

- Project manager review and sign off [KS7]
- Project sponsor review and sign off [KS8]
- Finance/Corporate services sign off, or 'in query' [KS8]

In addition, projects are still deemed to be 'in review' whilst awaiting sign off within the next MT meeting [KS9]

The graph below is an indication of which level each of the projects currently within the stages KS7 – KS9:



5.3.2 End project review status summary

The two highest totals shown in the graph above relate to the projects which reside with the project manager and those which require MT noting. As previously mentioned within this report, 75% of the former are in relation to SRUS: note that the total requiring MT sign off has reduced by over 50% from the number [13] submitted for review to the MT meeting in October.