

**TRANSPORT FOCUS**  
**RECORD OF PROJECTS**  
**STATUS AS AT NOON ON 23 FEBRUARY 2018**

	Core work categories			Additional work categories	
Category	A	B	C	D: Full cost recovery	E: Commercial
Short description	DfT funded core work	DfT funded secondary work (which may include a joint project with secondary partners)	DfT separately funded workstreams	Work undertaken for Industry partners where Transport Focus is NOT making a financial separately	Work that is generated through private 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 the direct and indirect costs and an agreed contribution for overheads	Work that generates a margin and where we must recover both variable and any direct costs, and an agreed contribution for overheads. And make an agreed margin, which will vary from project to project.

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



IN-PROJECT		
K.3.3	Project brief completed, awaiting approval	2
K.3.4	Project brief approved; project live	35
K.3.5	Project complete, with PIT / Comms	0
K.3.6	Project complete, awaiting publication or closure	8
K.3.7	Project published / closed; review expected/s underway by PM	6
POST PROJECT		
K.3.8	Project review complete by PM: awaiting sign off by sponsor and/or finance	2
K.3.9	Project review presented for sign off to MT	0
K.3.10	Project outcomes assigned to follow-up and/or lessons learned box	6

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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

In-project	Post project
KS3 Project brief completed, awaiting approval	KS8 Project review completed by project manager, awaiting sponsor and Finance sign off prior to MT approval
KS4 Project brief approved, project live	KS9 Project review to be presented to MT for sign off
KS5 Project complete, with PIT/comms	KS10 Project outcomes assigned to follow-on actions and/or lessons learned
KS6 Project complete, awaiting publication or closure	
KS7 Project published/closed, review expected/is underway by project manager	

KS7 Project published/closed, review expected/is underway by project manager																	Original project brief				Revised dates via PPR/RFC				The project is continuing to plan											
Financial year	Programme	Category	Project Code	Project	Manager	Sponsor	Funding Source	Cost to Transport Focus A/B	DfT Work streams C	Additional Work DE	Of which Man. Fee	Does the total inc in cost?	Third party/supplier partner funding	Original Project Cost	Revised Project Cost [during project]	Final Costs (Project end)	Finance Comments	Approved by	Project Start (Approved)	(KS6)	(KS7)	(KS8)	(KS5)	(KS7)	(KS8)	Changes to end date (KS7)	Project End (actual)	Post Project Review Complete	Project Status	Project Key Stage	End project review stage	Comment history	Comms plan status	Last review date	Latest comment/update	
2016 - 2017	Road	RDS	01B	Scoping Study for Measuring Satisfaction with the SRN amongst Non-Motorised Users [pedestrians, cyclists and equestrians]	Toby Cotton	Guy Dangerefield	B	£59,000							£59,000					26/01/2017	Apr-17	May-17	Jun-17		Dec-17	Jan-18	5	Dec-17		Green	K.S7	P - with PM	[15/09] review held with Toby & Stuart, publication moved back to Oct from Sept, and end review from Oct to Nov. Existing risk reviewed, no change, and new risk identified (R004-018) [17/10] review held with Stuart, finalising wording this week before sending to comms, anticipate publication Nov 2017. risk review to be completed Nov 2017 [16/11] project review with Toby/Louise Collins. GD has provided comment on first draft of report, second draft in development, focus being on conclusions section. Toby confirmed happy with contents relating to research elements. Proposed December publication, milestones for this KPI moved from Nov. Risks reviewed, R001 relating to Qual research closed as risk has passed. Progress review updated [20/12] next project review scheduled for 12 Jan 2018		23/02/2018	[17/11/18] End review now due. Toby to complete the workbook [End Review] however final costs can't be agreed yet as still awaiting TU risk invoice for design costs of c.£200 [19/2/18] Final costs have come through of £230 [confirmed with Stuart Edwards] Figures can now be entered into the 'End Review' then this needs to go to the sponsor for sign-off [22/2/18] Final design costs now come through and emailed to Toby. Asked Toby to check and forward to Guy for final approval
2016 - 2017	Rail	EXT	64R/HS2	HS2 Customer Community & Customer freight 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		[24/5] awaiting advice re: who is now PM for this? [28/06] Ian confirmed Rosie is now PM for this, project review in calendar for 18 July [18/08] project review with Rosie. Changes as follows: project name within the log changed from HS2 Passenger Panel 2016 2021 and Passenger Panel Steering Group to that now shown. Risks identified at outset have been reviewed, and central project risk log updated. New JVA in place, to be reviewed on 18 month basis [19/09] review completed with Rosie, workshop scheduled for 30 Sept, new panel to be finalised. No changes to project KPIs, risks not due to be reviewed until Oct 2017 [20/10] review held with Rosie, successful lock-off workshop held, online community running again. No changes to project KPIs or risks [20/11] one panelist has been replaced - no changes to project KPIs or risks [20/12] project review with Rosie, workshop scheduled for 18 Nov, no changes to project KPIs or risks [28/06] Ian confirmed Rosie is now managing this, project review in the calendar for 18 July [17/07] Rosie to review project documents/current status during w/c 24 July ahead of further project review [15/08] project review with Rosie, risks updated in central project risk log. PPR completed to reflect estimated date changes [awaiting advice from RDG re: delivery/testing of app within National Rail app] [18/09] RDG participating in a technical meeting to discuss on-going development during w/c 25 Sept, await feedback/next steps. No changes to project KPIs, risks not due to be reviewed until Oct 2017 [20/10] review held with Rosie, meeting scheduled with Zipabout w/c 23 October, hopeful that feedback will lead to next steps on the project. Risks will now be reviewed in November [20/11] Rosie has advised Ian has had discussions with RDG; further discussions required with Anthony. In terms of GWR website area, this remains as was, no change in project KPIs. Risks will now be reviewed in December [20/12] Status remains unchanged with RDG. GWR have emailed to advise they have implemented code into their website. Spoken with Zipabout who have confirmed they should be able progress this area in Jan 2018. No change in project KPIs, risks reviewed, all remain unchanged and will review again Feb 2018 [No changes since last review]		16/02/2018	[25/11/18] KPIs still on track. Current agreement runs until March 2019, no other changes although Shaun wishes to go through some of the finances [16/2/18] No change to cost, scope, milestone dates. Next workshop scheduled mid April 18	
2016 - 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 £80,106.50		20/09/2016	Apr-17	May-17	May-17	Jun-18	Aug-18	Sep-18	2			Green	K.S4		[25.11.18] Couldn't review this project - Rosie to check a few things with Ian and provide an update approx. 2 weeks time. Next review scheduled for mid Feb 2018 [16/2/18] Zipabout are providing Tf with a demonstration next week [w/c 19/2/18] which will hopefully lead to next steps on the project.	16/02/2018	[25.11/18] Couldn't review as Robert wasn't available for the meeting. Next review scheduled for mid Feb 2018 [25/11/18] Robert Pain advises that the Technical report was published on Transport Focus' website in January. The separate publication regarding 'Trust' remains outstanding and could be published in March 2018 [around the same time as main survey for 1SR + 1PS Wave 5 Autumn 2017] [16/2/18] No changes since last review on 28/11/16. The separate publication regarding 'Trust' remains outstanding and could be published in March 2018 [around the same time as main survey for 1SR + 1PS Wave 5 Autumn 2017]		
2016 - 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, Cerner, Blackpool Transport, NET, SYPTE	Board - cost	23/05/2016	Mar-17	Apr-17	May-17		Jun-17	Mar-18				Green	K.S6		[24/9] review completed with Robert, risks updated [an now passed - further review scheduled for mid Sept] [19/09] project review held with Robert, main survey published but two areas remain OS: 1) finalising the technical report with BDRC ensuring Comms review prior to publication 2) results for the 'Trust' question which forms part of the OSR project - meeting scheduled for today to progress this area, cross-reflex with OSR going forward for this element [20/10] Trust question remains outstanding/separate publication due soon relating to trust on the railways, so this may be the key driver for planning when 'Trust' publications are made available for other transport modes. In addition, BDRC technical report still remains OS. In light of this, publication date to remain unchanged as this related to survey results, but agreed that end review should be pushed back to Dec 2017. [20/11] update with Robert, BDRC have fed back further comments, currently awaiting publication of the technical report from BDRC. No changes to project KPIs/risks [20/12] BDRC technical report remains outstanding but hopeful final version agreed by end of 2017. Trust question remains outstanding - KPIs unchanged, no update as no review or new publication		16/02/2018	[25/11/18] Couldn't review as Robert wasn't available for the meeting. Next review scheduled for mid Feb 2018 [25/11/18] Robert Pain advises that the Technical report was published on Transport Focus' website in January. The separate publication regarding 'Trust' remains outstanding and could be published in March 2018 [around the same time as main survey for 1SR + 1PS Wave 5 Autumn 2017] [16/2/18] No changes since last review on 28/11/16. The separate publication regarding 'Trust' remains outstanding and could be published in March 2018 [around the same time as main survey for 1SR + 1PS Wave 5 Autumn 2017]	
2016 - 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 Comrn's costs £3,621 (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 i.e. VAT in total, thus making deficit value £3,624  2017/18 budget increased from £326,000 to £329,700 (per SM 20.2.18)	Board	18/02/2016	Mar-17	May-17	Jun-17	Mar-18	Jul-18	Sep-18						18/09) update via ML email: 2016-17 - budget £325,277 - this amount fully spent. 2017-18 - budget £326,000. Current NRUSS commitment to agency £331,783. Last year's Comrn's costs £3,621 (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. Expected budget shortfall: £14,904. ML has been able to negotiate a reduction in Aecom costs of £11,280, deficit is now £3,624 [20/09] ML advised SGG approved the recommendation to single tender for 2018-2019 wave - a new project is to be created for this. Text in the above paragraph to be included within the brief/closing for the new wave [project ref B33] [20/10] review with ML, no change in KPIs for this project [20/11] review with ML, no change in KPIs, on track to deliver [19/12] review with ML, no change in KPIs, on track to deliver		16/02/2018	[20/11/18] review with ML, no change in KPIs, on track to deliver [16/2/18] review with ML, no change in KPIs, on track to deliver		
2016 - 2017	Road	RDS	B89	Motorway Services User survey	Murray Leader	Guy Dangerefield	B	£180,000							£180,000		£178,752		03/10/2016	Apr-17	May-17	Jun-17	Sep-17	Nov-17	Dec-17	3	Nov-17	Dec-17	Green	K.S9	C - with project support	[18/08] review completed with Murray and Louise Collins. Summary completed in Word doc and forwarded for review/signed/indented/agreement, included within project workbook [20/09] review completed with ML, no change in status, will arrange further project post 16 Oct launch. Note also that MSUS wave 2 was agreed in principle at MT 6 Sept, and is noted within the MT mins. ML aware new workbook will be required, but will review status on new wave within next project review [20/10] project review with ML, no change in project KPIs - launch event very successful [20/11] PPR completed by ML. "Project was published as last forecast in October. The event was a success and the coverage achieved a success. The project as a whole is now closed as all works have finished. The final document will be a separate post project review. Final costs were £176,192 excluding a few hundred pounds for travel and subsistence." [22/11] end review with ML/Louise Collins. KS7 stage changed from Oct to Nov [19/12] ML and LC have agreed/updated end project review, copy forwarded to Guy for review/comment/sign off	[01/09] publication schedule shows launch date of w/c 16 Oct 18 [see Beconsfield Motorway Services	19/02/2018	[12/11/18] - Emailed ML & L Collins to verify the actual spend (as this is different to what shows on the End Review). Once confirmed then AR to ask ML to seek Guy's sign-off [20/11/18] ML to verify and confirm [20/11/18] ML confirmed costs, emailed GD to sign-off [20/11/18] Sponsor signed-off, now awaiting finance sign-off [19/2/18] Finance signed off, awaiting sign-off via CSP	
2016 - 2017	Rail	INS	R99	Research on rail passengers with a disability	Murray Leader	Ian Wright	C	£39,030						£39,030	£74,304			Funding breakdown is £34450 under project 945, £39000 approved in Jan 2017 and £32874 approved March 2017 - total of £71,904, all funded by DfT [02/10] project change raised for audit 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	MT	06/01/2017	Apr-17	Jun-17	Jul-17	May-18	Jun-18	Jul-18	3			Green	K.S4		[20/09] review held with ML, project progressing but £3,400 budget shortfall between spend commitment and actuals. ML to approach DfT in the first instance with view to closing this gap [02/10] project change raised for £2,400 inc VAT, to be funded initially by Transport Focus, ML to liaise with DfT re: recouping this [20/10] project change approved at MT 4 Oct. Notes also via project review with ML, that the £2,400 has been recouped from DfT, debrief held today, briefing with DfT re: publication process. RAG status back from Amber, project on track to deliver [22/11] PPR updated by ML, thus: "DfT have confirmed they will fund the £3,400 shortfall. Final presented given to Transport Focus and DfT. Will be discussing with DfT the publication approach". No changes to project KPIs [19/12] Still in discussions with DfT re: publication process. Next risk review Jan 2018, all other KPIs unchanged		16/02/2018	[20/11/18] Reviewed with ML - Discussions still in progress with DfT at the moment, KPI dates pushed back from Feb 18, Mar 18 & Apr 18 to May 18, Jun 18 & Jul 18 respectively [16/2/18] Reviewed with ML, no changes to KPIs since last review. DfT publication date still unknown.
2016 - 2017	Multi-mode	INS	36S	Attitudes to Smart Ticketing [linked to TSS] [Google docs project]	Louise Coward	Ian Wright	C	£48,000						£48,000					23/01/2013	Jul-13	Jul-13	Aug-13		Mar-18	Apr-18	5			Green	K.S6		[20/09] review completed with Louise, no change in KPIs other than publication which has moved again from Oct to Dec. Louise speaking at conference 25 Sept as well as in Oct and Jan 2018 [20/09] Louise confirmed project RAG status now back from Amber to Green [16/10] review completed, no change in status [22/11] review with Louise, summary currently being written, should be published by end 2017 [website and/or blog item] [19/12] projects review scheduled for 14/12 postponed, next meeting scheduled for 3 Jan 2018		22/02/2018	[AR-3.1.18] - Publication still not actioned, end date now moved from Dec17 to Feb 18 due to a Smart Ticketing conference coming up. End review still on track to be 30 days afterwards. No change to cost. Risk to remain open. No new risks identified. [22/2/18] Publication still not actioned, moved from Feb 18 to Mar 18	
2016 - 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		Mar-18	Apr-18	5			Green	K.S6		[20/09] review completed with Louise, no change in KPIs other than publication which has moved again from Oct to Dec. Louise speaking at conference 25 Sept as well as in Oct and Jan 2018 [20/09] Louise confirmed project RAG status now back from Amber to Green [16/10] review completed, no change in status [22/11] review with Louise, summary currently being written, should be published by end 2017 [website and/or blog item] [19/12] projects review scheduled for 14/12 postponed, next meeting scheduled for 3 Jan 2018		22/02/2018	[AR-3.1.18] - Publication still not actioned, end date now moved from Dec17 to end Jan / early Feb 18 due to a Smart Ticketing conference coming up. End review still on track to be 30 days afterwards. No change to cost. Risk to remain open. No new risks identified. [22/2/18] Publication still not actioned, moved from Feb 18 to Mar 18	
2016 - 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 advice £8k income recorded thus far		03/10/2016	Dec-16	Jan-17	Feb-17		Mar-18	Apr-18	3			Green	K.S6		[28/09] Louise advised that the contact she had been dealing with at ITSO has been on leave since early 2017, hence why she has never had a response! Awaiting further advice from another contact at ITSO [16/10] Louise to email new contact at ITSO and provide a revised slide deck - likely Nov publication. No other changes to project [22/11] review with Louise, has spoken to ITSO MD who has agreed to review slides/planned publication and feedback any comments [19/12] projects review scheduled for 14/12 postponed, next meeting scheduled for 3 Jan 2018		22/02/2018	[AR-3.1.18] - Publication to take place end January/Feb 18. No cost implication either. All three risks are now closed. Please also note that publication is likely to be aligned with the Smart card project (see 36S & 75S) [22/2/18] Publication moved from Feb 18 to Mar 18 [to be aligned with the Smart card project (see 36S & 75S)]	



Financial year	Programme	Category	Project Code	Project	Manager	Sponsor	Funding Source	Cost to Transport Focus A/B	DTF Work streams C	Additional Work D/E	Of which Man. Fee	Does the total include staff costs?	Third party/supplier/partner funding	Original Project Cost	Revised Project Cost (during project)	Final Costs (Project end)	Finance Comments	Approved by	Project Start (Approved)	(K55)	(K57)	(K58)	(K59)	(K57)	(K58)	Changes to end date (K57)	Project End (actual)	Post Project Review Complete	Project Status	Project Key Stage	End project review stage	Comment history	Comms plan status	Last review date	Latest comments/update
2016 - 2017	Rail	INS	03R	Wales and Borders franchise project [aligned with project 07R]	Louise Coward	Ian Wright	B	£250					TTW £42,000	£42,250	£13,950	£11,056.00	Original figures from brief: Costs £42,250 TTW income £42,000 Net cost to Transport Focus £250  Request for Change to increase costs to £55,200, thus giving a revised net cost of £13,950  Final figures per project review: Actual Costs £53,056 TTW income £42,000 Net Cost £11,056	MT	06/02/2017	Apr-17	May-17	Jun-17	Jun-17	Jun-17	Jul-17	1	Jun-17	Sep-17	Green	K.59	C - with project support	[16/09] (Sep 2017) the following comments shown within end review: "Publication costs realised as part of project 07R, as part of producing a designed, glossy, hard-copy publication for greater influence in Wales. T&S costs associated with this project came out of the general franchising budget - in future we need to be clearer when claiming expenses about the specific project associated with the costs. The project was given a boost in funding from the remainder of a previous year's DTF franchising research budget in order to cover passengers using Wales and Borders services in England. [16/09] Martin has completed the end review and costings discussed/agreed with Finance. With Louise/Jan as PM/Sponsor for approval prior to Finance review [16/10] end project review report to Louise [22/11] with Finance for noting		06/12/2017	[06/12] Finance have advised that the project has been noted manually, noting spreadsheet submitted for MT noting 3 Jan 2018 [10/12] this will now not be noted at MT in Jan as end project notings are no longer on the agenda for this meeting and should now be covered by the Improvement Panel. Terms of Ref for the panel are yet to be agreed, but have been submitted for MT approval at 3 Jan meeting
2016 - 2017	Bus	INS	06R	Young Transport Users	Louise Coward	Ian Wright	B	£47,500						£40,000	£47,500		Accrual on publication costs of £7500 agreed [21/08] estimated costs to date £47,213.50, not including OS accrual £7500 for publication	MT	27/02/2017	May-17	Jul-17	Aug-17	Oct-17	Mar-18	Apr-18	4			Green	K.54		[01/09] comms schedule notes "Event in Parliament and/or event outside" towards end Nov, England only [20/09] review held with Louise and David B. Publication date moved from Oct to Nov - draft publication completed, undergoing review [David S/Mike H have also reviewed for any policy implications, findings will lead to creation of intro for the publication. Still on track for parliamentary launch. Haze seeking sponsor for this Further discussions require re- animation, Louise speaking to Kieran re- supplier Likely to be a version of slides/publication made available for the party conferences as Anthony has been made aware of interest in this area. In addition, Louise Collins has expressed interest in BUS18 launch [16/10] review with Louise and David B. Launch date now w/c 27 Nov; pulling away from parliamentary launch to focus on more industry-based with Ministerial attendance (higher chance of getting the right people to attend, more scope in terms of what type of launch can be completed). Looking at possibly hosting in West Midlands. Report currently with David S (writing introduction and reviewing the recommendations). No changes to project KPIs/risks [16/11] review with David B. Launch date now late Jan 2018, K57 & K58 changed from Nov/Dec to Jan/Feb as a result. Comms currently working on animation as well as sourcing additional speakers for launch even (still proposed as West Midlands, seeking attendance from Jesse Norman MP). Risks reviewed, single open risk has now passed. Paper to be submitted to MT 6 Dec re: agreement in principle for 2018-2019 funds for workshop events post Jan 2018 launch - hopeful this will be a separate project		22/02/2018	[20/12] review with David B. Publication still being finalised, but agreement reached for launch with Ministerial attendance (Jesse Norman), West Midlands very likely, late January/early Feb 2018 [31/18-AR] Launch date 05 Feb 18 in Bham. Publication date to move from Jan to Feb 2018. End review to be Mar18. Remaining risk now closed [22/01/18] Publication date moved from Feb 18 to Mar 18, plus we are also expecting a few more costs to come through [such as printing & few expense claims]
2016 - 2017	Bus	INS	09R	Detailed analysis of the BPS data	Louise Coward	Ian Wright	B	£7,500							£7,500		[20/09] Exchequer £8k spend for Mike Fernie analysis	MT	27/02/2017	May-17	Jun-17	Jul-17	Mar-18	Apr-18	May-18	4			Green	K.54		[20/09] due to the data analysis required and other priorities, it is unlikely anything will be ready for publication until Dec 2017, note that as this is a choose to do piece of work, the project RAG status will remain as Low [21/10] review held with Louise, no change [22/11] review with Louise, unlikely analysis will be completed in Dec, but will review next month [19/12] projects review scheduled for 14/12 postponed, next meeting scheduled for 3 Jan 2018		22/02/2018	[AR 03.1.18] - Analysis still not taken place and won't be completed by end Jan 18 either. Schedule so that this is to be made available alongside the Mar18 wave of BPS. Remaining risk to remain as outstanding and remains unchanged. [22/01/18] Analysis remains outstanding. End date and publication date to move from Feb & Mar to Apr & May18
2016 - 2017	Road	RDS	B84	Road Surface Quality	Lee Rowbotham	Guy Dangerfield	B	£40,000					£80,000 less contribution from Highways England of £40,000 = Net Cost of £40,000			£37,473	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.	MT	03/10/2016	Dec-16	Feb-17	Apr-17	May-17	Nov-17	Jan-18	2	Nov-17		Green	K.57	P - with PM	[19/09] Lee advised publication launch will be via HE event on 8 Nov - delivery date for this and end project review date amended from Sep & Oct to Nov & Jan 18 respectively. No other KPI changes, remaining open risk is not due to be reviewed until Oct [18/10] project review with LR: final version of the report with comms team, launch still due at HE event 8 Nov. HE happy with text, but may feed back on final design of the publication [22/11] publication delivered, presented at HE event as planned - end project review now underway [19/12] meeting scheduled to go through end review with Lee on 4 Jan, Lee has requested updated Financials status from Finance [5.1.18-AR] Financials emailed to Lee		26/01/2018	[9/1/18-AR] Unable to finalise the End Review at this stage as financials need to be confirmed / other info needed on the End review schedule (emailed to Lee R 9/1/18). Also we are still awaiting a final invoice from TU UK (PR printing costs approx £200) [11/01/18] Final TU UK invoice received and final costs submitted to PM for review [16/1/18] Financials confirmed with Toby and End review taken place. Awaiting Lee to sign off the End Review [26/1/18] Reminder email sent to Lee R to sign off the End Review
2016 - 2017	Road	RDS	B98	Smart Motorways research	Lee Rowbotham	Guy Dangerfield	B	£80,000						£80,000		£77,251	Publication costs overspill into 2017/18 budget [13/11] Exchequer report produced - net project cost to date £77,251	MT	06/01/2017	Apr-17	Jun-17	Sep-17		Sep-17	Jan-18	1	Jul-17		Green	K.57	P - with PM	[21/09] there is now no dependency on project/publication for project B84 - publication for this project is now on schedule. Attending Smart Motorways symposium in Dec 2017, so end review will be completed Jan 2018 to allow enough time to collate feedback from the event. New risk (B201-B98) raised as the publication is now being rushed to ensure it is available prior to an expected announcement from DfT in Oct relating to Smart Motorways [18/10] published on website 28 Sept and sent to key stakeholders. No launch events planned as yet, but follow-on actions within end project review will define these. With Finance awaiting confirmation of project costs before completing end review and forwarding to Lee Project costs (less publication) forwarded to Lee with end project review draft 0.1 - await completion [22/11] project still under review [19/12] meeting scheduled to go through end review with Lee on 4 Jan, Lee has requested updated status on Financials from Finance		26/01/2018	[5.1.18-AR] Financials emailed to Lee Unable to finalise the End Review at this stage as financials need to be confirmed / other info needed on the End review schedule (emailed to Lee R 9/1/18) [16/1/18] Financials confirmed with Murray and End review taken place. Awaiting Lee to sign off the End Review [26/1/18] Reminder email sent to Lee R to sign off the End Review
2016 - 2017	Rail	EXT	R76	Waterloo improvements tracking	Keith Bailey	Guy Dangerfield	D			£50,000				£49,200	£65200 [exc VAT]		3rd party: NetworkRail & SWT [19/18] First 3 waves total recharge to NR=£50,250 exc VAT. Wave 4 agreed NR recharge @ £14,680 (exc VAT), £12,974 IDRC fee		27/06/2016	Sep-17	Nov-17	Jan-18	Nov-17	Feb-18	May-18	2			Green	K.56		[08/09] progress review with KDB, risks reviewed, central project log updated [17/10] PPR updated by KDB Wave 4 debriefed to stakeholders; slide deck to be loaded to web-site; summary report to be written for publication before end of year. No changes to project KPIs [14/12] project reviews held with Keith, one remaining risk now closed, no new risks identified. The key stage dates have been moved from Sep, Nov and Jan 18 respectively, report is now with the comms team. No other changes		15/02/2018	[30/1/18] Report is still with Comms, Publication date and End review moved from Jan & Feb to Feb & May18 respectively. [15/02/18] Publication still to go ahead in Feb 2018, no other changes in terms of cost, scope or milestone dates
2016 - 2017	Rail	RDS	R91	Rail passengers' experiences and priorities during engineering works	Keith Bailey	Guy Dangerfield	B	£2,000		£55,000				£67,000	£88,680	£1,226	3rd party: GWR & Northern. GWR paying research agency 'Chime' direct  Request for change for increase in funds from £57,000 to £88,680 approved by MT on 04/04/17 (PAN 2 MCa)	MT	06/01/2017	Mar-17	Jun-17	Jul-17	Jul-17	Oct-17	Nov-17	2	Oct-17	Jan-18	Green	K.59	C - with project support	[08/09] progress review with KDB, publication likely to be delayed by a further month (from Sept to Oct) due to delays in obtaining Stakeholder sign-off (GWR & Northern Rail). Risk raised retrospectively for this within the central risk log, two other risks identified at outset review and closed [17/10] PPR updated by KDB 'report with designers'. No changes to project KPIs [15/11] PPR updated by KDB - report published, awaiting review. KDB has also requested that the end review tab is made available within the workbook. Awaiting costs from Finance [14/12] end review completed by KDB, agreed by GD. Forwarded to Finance for noting		19/02/2018	[26/1/18] Awaiting sponsor sign-off [30/2/18] Sponsor signed-off, now awaiting Finance sign-off [19/2/18] Finance signed-off, now awaiting sign-off via CIP
2016 - 2017	Rail	INS	05R	Rail priorities and trust	Keith Bailey	Mike Hewitson	B	£150,000 [inc VAT]					£950	£150,000 [inc VAT]			£950 [exc VAT] survey boost requested by GWR (May 2017)	MT	17/02/2017	May-17	Jul-17	Sep-17	Feb-18	Apr-18	Jun-18	4			Green	K.56		[14/09] KDB advised meeting scheduled for 19 Sept to discuss 'Trust' element. Mike H currently revising summary report relating to Priorities following feedback from Anthony. Key project delivery dates have also been moved to those now shown as per KDB PPR review. Note that the output from the 'Trust' element is to be included within the latest waves/publications relating to our main surveys BPS, TPS (specifically project 616) and NRUS, so it is possible there will be impact upon publications which may be due on these projects [17/10] PPR updated by KDB Priorities report should be published Nov-17, it has been agreed that the Trust findings will not be made public until after publication of the Trust findings from NRPS in Jan 18 as a result, the date relating to stages K55, 7 and 8 have been amended from Oct, Dec and Jan 2018 respectively [15/11] KDB update via project progress workshop - report currently with designers. All NRPS unchanged [11/12] PPR update by KDB Priorities report published. Non-user report with Comms. Trust report in preparation but will not be released until February after NRPS publication. Reduced costs shown previously were a mistake which has now come to light/been rectified. No changes to project KPIs		15/02/2018	[30/1/18] Non-user report still with Comms [moved from Mar to Apr18], Trust report in preparation [to be released after Feb following the NRPS publication]. [15/2/18] No changes since last review. Non-user report still with Comms [moved from Mar to Apr18]. Trust report in preparation [to be released after Feb following the NRPS publication]
2016 - 2017	Rail	INS	N21	ScottRail NRPS summer and winter waves 2015-16 and 2016-17	David Greeno	Ian Wright	D			£104,908	£4,000			£43,490	£104,908		Paid for by ScottRail. 2015-16 wave £51,788 and 2016-17 £53,120. Both include VAT. NRPS and migrant fees of £24 per year	Out of meeting	27/04/2015	Feb-16	Feb-16	Mar-16	Jun-16	Feb-18	Mar-18	4			Green	K.56		[18/09] Email response from David confirming he is happy that the pays have been received from ScottRail as listed, and project is now to be reviewed. End project review [google doc] created and sent to David for review/add comments/signature with a request that Ian do the same as Sponsor [16/10] reminder email/accompany review sent to David G, await response/need review sign off by David and Ian [16/10] project review held with David; as comms are yet to be published for this project they will be placed on the website at the same time as the comms for 10R, the project is no longer in review. K57 amended from July to Nov to reflect this, and end review now moved to Dec [02/11] David G has provided a revised figure for 2015-16, figures updated and email forwarded to Finance [12/10] a query has been raised by Finance relating to Chime payment costs. David has confirmed he will speak to Ian and advise [12/12] project review held with David G. Draft documents are still undergoing review and are currently with ScottRail. Possible Dec publication, but have moved this date from Nov 2017 to Jan 2018 as it's possible this may now be Jan 2018. End review date also moved on from Dec 2017 to date now shown. Plan is still to publish alongside 10R. If no publication in Dec, it is also possible that we may decide to publish alongside the main Autumn 2017 NRPS results which are due to be despatched Jan 2018 No risks identified within the initial brief, no new risks highlighted		13/02/2018	[16/1/18] Due to publish February (separately to the main NRPS results which are being published end of Jan18). End review for N21 project scheduled for March 18. [13/2/18] Reviewed with DG - the aim is to still publish this month (Feb18). David has been chasing ScottRail to seek permission to publish however, this remains outstanding despite their checking of our wording within the report. The SOG have advised that we should just go ahead and publish on our website if no response received soon. No risks to review.
2016 - 2017	Rail	INS	N80	Continuous NRPS and mystery shopping for the East Anglia franchise	David Greeno	Ian Wright	C		£102,300		See column R			£64,225	£253,593		3rd party: DfT [Aug 2017] costs breakdown £77,940 inc VAT: DfRC, of which £3,000 is TF migrant fee [Nov 2017/2017 - 2018 annual fee for Chime costs £175, 653 inc VAT of which TF migrant fees total £500 [£500 per rail period]	MT	31/08/2016	Mar-17	Mar-17	Apr-17	Mar-18	May-18	Jun-18	4			Green	K.54		[18/09] review held with David, no changes to project but still awaiting advice following MT re: does project change need to be escalated/reviewed by the Board? [22/09] project change approved, advice sought/awaited re: does something need to be submitted to the Board for information now project cost exceeds £25k [02/10] draft ME paper to Ian/David G for review/amendment prior to submission to ME agenda [12/10] a query has been raised by Finance relating to Chime payment costs. David has confirmed he will speak to Ian and advise [30/11] Ian has confirmed a paper detailing the reasons for amended project costs have been prepared and will be submitted to the Board - further discussions to be held following approval of this in respect of whether the next wave of NRPS should have a separate project number. Copy of Board paper inserted within project workbook for reference [13.2.18] Reviewed with DG - Following a meeting with DT & Greater Anglia (couple of weeks ago), we are still awaiting the workbook from GA to allow us to publish the summary results. DG to chase		13/02/2018	[16/1/18] Following review with DG, he confirmed that DT still haven't replied regarding Greater Anglia's short summary of findings on their website and the proposal that a corresponding dashboard report is published on the Transport Focus website - David to chase this up with his DfT contact. As far as the franchise agreement is concerned - the results from the project start date of 16/10/16 to 31/01/17 did not count as this was considered a 'grace period'. DG confirmed that the annual DfT Joint Project Understanding (JPU) is issued to TF for draft purposes and sent back to DfT for approval (the costs run from 01 April to 31 March each year) and therefore makes sense to have a new workbook from April 2018 (D Greeno to draft up a RCP to cover any additional expenditure to March 2018). Fieldwork for this year's JPU will be completed by end March 2018, to be published in May 2018. Risks also reviewed
2016 - 2017	Rail	INS	10R	A dual measurement approach to NRPS in Scotland	David Greeno	Ian Wright	D	£77,610					£77,610	£64,675	£77,610		Funding being provided by ScottRail	MT	27/02/2017	Feb-18	Mar-18	Apr-18	Jan-18	Feb-18	Mar-18	2			Green	K.56		[14/09] email received from David confirming happy with progress review completed 18/08, and that there are no further changes foreseen on this piece of work. [16/10] likely to be a publication on website for this project to correspond to project N21 - updated via project review with David G [13/11] publication still on schedule for Nov publication - update via project review with David [12/12] project review with DG confirmed no feedback re: paper submitted to the Board on 14 Nov re: amended project costs, so assuming approval Greater Anglia have published a short summary of findings on their website: it is now proposed that a corresponding dashboard report is published on the Transport Focus website. DG checking with DfT that they are happy for us to do this. Publication/end review dates moved from Oct and Nov respectively to those now shown. Risks reviewed, remain unchanged, next risk review Feb 2018, possibly as part of end project review [15/12] have been provided with a incomes/costs breakdown, will go through with Finance w/c 18/12 to ensure this is recorded accurately within the record of projects. AG to set up new project code on the RCP for 2019/19 [12/12] project review held with David G. Draft documents are still undergoing review and are currently with ScottRail. Possible Dec publication, but likely they may now be Jan 2018. Plan is still to publish alongside N21 If no publication in Dec, it is also possible that we may decide to publish alongside the main Autumn 2017 NRPS results which are due to be despatched Jan 2018. Risks reviewed, no change, next risk review Feb 2018		13/02/2018	[16/1/18] PPR with David G, the plan is to still publish alongside N21 (now Feb18, previously Jan18). We are still publishing the results alongside project N21. [13/2/18] Review with DG - no change to scope, cost or milestone dates. Risks also reviewed.



Financial year	Programme	Category	Project Code	Project	Manager	Sponsor	Funding Source	Cost to Transport Focus A/B	DTF Work streams C	Additional Work D/E	Of which Man. Fee	Does the total include staff costs?	Third party/supplier/partner funding	Original Project Cost	Revised Project Cost (during project)	Final Costs (Project end)	Finance Comments	Approved by	Project Start (Approved)	(K\$5)	(K\$7)	(K\$8)	(K\$5)	(K\$7)	(K\$8)	Changes to end date (K\$7)	Project End (actual)	Post Project Review Complete	Project Status	Project Key Stage	End project review stage	Comment history	Comms plan status	Last review date	Latest comments/update
2016 - 2017	Rail	EXT	E67	Merseytravel	Dan Taylor	Ian Wright	E			E112.032				E112.032	£95,340	E112.032	Paid for by MerseyTravel	MT	20/05/2016	May-18	Jul-18	Aug-18	Feb-19	May-19	Jun-19	1			Green	K.54		[20/09] MT mins for 6 Sept show the project change as 'tested' Recruitment agency are in the process of recruitment for the first workshop which takes place 28 October. This will be the launch for the online community. MerseyTravel have asked us to increase the number of tasks in the early months [probably first six months] which may mean that the project will conclude earlier than currently estimated - possibly 12 rather than 18 months. Need to revisit MerseyTravel position on completing interviews during project review in early Nov 2017. Risks reviewed, no change Risks reviewed with Dan and Rosie - all unchanged with the exception of R001-E67 (reduced to Low) and R004-E67: MerseyTravel have advised they are not prepared to become QCS (reviewer Quality Control Scheme) accredited [they have suggested MRS alternative]. Transport Focus have advised if this is to be the case, TF do not wish to be associated with any quant research undertaken/published. Awaiting feedback from MerseyTravel. All project KPIs remain unchanged, project on track to deliver [12/12] project review with Dan: one of the panel members has been replaced by MerseyTravel, panel numbers now back up to 40. No other changes to report, risk review not due until Jan/Feb 2018		15/02/2018	[24/1/18] Panel numbers remain at 40. No other changes to scope, cost or milestone dates Risk reference: R004-E67 is now closed as no feedback from Merseytravel regarding their participation in research questionnaire. [15/2/18] Reviewed with Dan Taylor. No changes to cost, scope or milestone dates. Risk R001-E67 has now been closed as advised by Dan.
2016 - 2017	Road	INS	D70	DVLA recruit for SRUS	Brigitta Horup	Guy Dangerfield	A	£10,056						£10,056		£13,650		Out of meeting	09/06/2016	Jun-16	Aug-16	Sep-16	May-17	Sep-17	Sep-17	2	Oct-17		Green	K.57	P - with PM	[05/09] end project review to Brigitta and Guy for review, to be followed by Finance [18/09] Guy advises happy with figures, have requested whether any FOA/learning outcomes need to be included for Brigitta/himself? [16/10] chased with Guy on 13/10, requested document sent through again [17/10] GD confirms he has reviewed/dated comment where appropriate/signed and forwarded to BH [28/11] will remain with Finance as there is still an anticipated cost expected from DVLA. Finance have emailed Brigitta on this who has advised it may be early 2018 when invoice received [19/12] will review mid/Jan 2018 with regards to whether any invoices have now been received		14/02/2018	[18/1/18] AR emailed Brigitta to check when the final cost will be received [22/1/18] Invoice now received from DVLA, awaiting authorisation before End review can be progressed further [14/2/18] Final invoice now approved by Guy. End Review sent to Brigitta for completion
2016 - 2017	Road	RDS	D90	Logistics and coach sector survey (transferred from 2016-17 financial year)	Murray Leader	Guy Dangerfield	B	£70,000				N		£70,000	£85,000		[18.1.18] Request for Change of £15,000 to be submitted to MT on 22.1.18, this will bring total anticipated costs from £70,000 to £85,000 [12.1.18] The additional £15,000 budget has now been approved by MT	MT	03/10/2016	Apr-17	Apr-17	May-17	Apr-16	May-18	Jun-18	3			Green	K.54		[20/09] project review held with ML. Project transferred from Brigitta to Murray due to former's commitment to SRUS delivery. ML's initial view is to consider sampling requirements in more detail - will progress during Autumn 2017. No budgetary issues foreseen. K\$5 date amended from Aug 17 to Mar 2018 [20/10] progress review with ML. Enquiries are continuing on this project. ML conducting fact finding exercise. Publication date to be discussed in light of other publications scheduled. Project on track to deliver [22/11] review with ML, meeting scheduled 23/11 with agency. ML will update PPR/review risks post meeting [18/12] project review with ML, discussions with agency on-going, recommendations paper to be completed. Likely that additional funding will be requested for an alternative methodology. ML to advise		16/02/2018	[18.1.18] Request for Change of £15,000 to be submitted to MT on 22.1.18, this will bring total anticipated costs from £70,000 to £85,000 [28/1/18] Completion of fieldwork will be by Mar18, publication to be confirmed [likely to be Jun18] [16/2/18] Invoice now received from DVLA, awaiting authorisation before End review can be progressed further [14/2/18] Final invoice now approved by Guy. End Review sent to Brigitta for completion
2017 - 2018	Rail	EXT	13E	Caledonian Sleeper Guest Satisfaction Survey	Toby Cotton	Ian Wright	E			£15,050		Y	£31,000 (Caledonian Sleeper)	£15,050			£31,000 funding from Caledonian Sleeper agreed at project start, involving a 3 agreed as follows: June (setup, cog testing and basic fee), Aug & Nov 2017, Feb and May 2018 (basic fee only) [20/08] one off spend £2730 inc VAT via out of meeting authority for StatePeople, overall projected income reduced	Out of meeting	04/05/2017	Jun-18	Jul-18	Sep-18							Green	K.54		[15/11] Louise Coward has confirmed project now being managed by Toby, originally KDB Review held with Toby: it has been noted that the overall satisfaction levels have dropped since this was taken over by Transport Focus, discussions on-going with CSS with view to identifying root causes for this. Note that the original format pre-TF was very similar to NRPS; however, the service CSS provides indicates that questions need to be directed more towards hospitality aspects of the service. Conversations are currently underway between TF and CSS with a view to presenting to Transport Scotland: this has identified an update to a previously identified risk R001-L3E. CSS not accepted by Transport Scotland as a valid benchmarking exercise. The original mitigation for this risk stated that we would 'keep TS informed at all stages and take any concerns on board'. The description for the mitigation for this risk is to be expanded to include "we now see the presentation of our findings to Transport Scotland (alongside CSS) as an opportunity to demonstrate the strengths of our methodology which could in time lead to having a direct influence in the setting of targets in the future" [20/12] project review with Toby. Transport Focus have provided a paper to CSS for discussion: meeting scheduled mid January with both CSS and Transport Scotland. No change in project KPIs.		19/02/2018	[17/1/18] Review with Toby. The scheduled meeting has been postponed by CSS until 08 Feb 2018. It was also discussed that once the June18 End Review has taken place, we discussed setting up a new workbook/project code for 2018/19's phase (which is likely to go ahead subject to a new contract being issued). Also no change to project end or publication dates [18/2/18] No change to scope or financials or dates. Everything still on track to deliver this 'wave' of work. Reminded Toby that a new 'Wave' project workbook will need to be completed before we start the next wave of work. Risks also reviewed.
2017 - 2018	Tram	INS	15R	Tram Passenger Survey (TPS) Wave 5: Autumn 2017	Rosie Giles	David Sidebottom	B	£63,845				Y	Y - see 'Finance comments'	£129,345			[05/09] being jointly funded by SYTTE, TIGM, TEM, 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	Board - remit	01/06/2017	Apr-18	May-18	May-18							Green	K.54		[18/09] project review held with Robert and Rosie - confirmed Rosie is now managing on a day-to-day basis, project logistics amended to reflect this. KPIs reviewed, scope/delivery dates remain unchanged, no concern regarding costs. Remaining open risk reviewed, RAG status reduced from Med to Low. Three new risks added - R004-15R, R005-15R and R006-15R [20/10] review with Robert and Rosie. Fieldwork is now underway; discussions commenced on reporting [15/11] Edinburgh trams are now not involved in this wave and have been replaced by Glasgow/Strathclyde subway. PPR completed as well as a project change to reflect the change in partners - funding is at a similar level to Edinburgh. Change request signed by Rosie and David S submitted for MT agenda 8 Nov Risks reviewed R004-15R updated following initial feedback received		16/02/2018	[20/12] project review with Rosie and Robert. Plan is still to publish Glasgow separately, other participants now aware this will be the case. New risk raised R007 relating to publication date, other risks reviewed, R004 and R006 closed. No project KPI changes [25/1/18] No changes since last review, everything still on track to deliver [16/2/18] No changes since last review, everything still on track to deliver
2017 - 2018	Road	RDS	17B	Tunnel vision	Keith Bailey	Guy Dangerfield	B	£99,980				Y [£5180 exc VAT]		£99,980			£99980 includes costs for staff, full recovery and margin	Board - cost	13/09/2017	Mar-18	Apr-18	Apr-18	Apr-18	May-18	Jul-18	2			Green	K.54		[19/09] advised via Lee that approved via ME on 13 Sept, and that project is now at the tendering stage. Awaiting advice re: can any meeting notes be provided to insert within workbook for future reference? Note that in addition, Anthony has been invited to an event in April 2018 relating to work in this area, anticipate some form of output will need to be ready for this time. [17/10] Progress update from KDB/LR, five responses via ITT now under review. KDB to liaise with Louise Coward for input. Discussions to take place regarding the responses during the staff away day taking place on 18/19 October (LR/KDB/LC/GD). Anticipate decision re: chosen supplier will be made only 19 Oct. Project KPIs unchanged, risk review due Nov 2017 [15/11] update via PPR completed by KDB 'Contract awarded to Illuminas. Project details now in preparation'. Delivery dates amended K\$5 from Jan, K\$7 from Feb and K\$8 from Mar. Other KPIs unchanged [16/11] further discussions on-going regarding European intercepts [awaiting agency advice] [14/12] projects review with KDB and LR. Illuminas have been appointed as the research agency. Risks reviewed, one has been closed, others remain open next review Feb 2018. No project KPI changes		15/02/2018	[30/1/18] Focus groups completed; remaining fieldwork in progress. Debrief set for 28 March. Highways England showing interest in possible collaboration [meeting to be held 31/1/18] [15/2/18] Interim results presented to Highways England [HE]. HE now interested in collaborating and part-funding the work. Awaiting Lee Rowbottom to draft up the JVA and seek HE approval before we submit a Request for Change for approval (i.e. the HE contribution, expected to be c. £40,000 net of VAT). Remaining fieldwork on-going.
2017 - 2018	Rail	INS	18R	Derby engineering works	Keith Bailey	Guy Dangerfield	B					Y - £8,060	Y - see 'Finance comments'	£61,250			[16/10] agreed by MT 4 Oct category B with funding from EMT for research agency costs. Breakdown: staff costs £9,000. Other £53,460. Total £61,250. Refer costings worksheet tab for further information	Out of meeting	23/10/2017	Nov-18	Dec-18	Jan-19							Green	K.54		[10/08] paper submitted to MT by Keith for MT discussion, Michelle advised discussed and agreed by MT via email on 03 Aug - the funding code of B was also agreed - await project workbook [17/10] costings workbook reviewed/approved by NHT. Project circulated to MT via OOM approval by Mca [23/10] OOM approval gained, project now approved [14/11] noted at MT as approved OOM [19/12] project review scheduled for 24 Jan		15/02/2018	[30/1/18] Qual stage and Wave 1 completed and debriefed. Planning Wave 2. [No changes to KPIs] [15/2/18] Wave 2 fieldwork underway - no changes to cost, scope of milestone dates
2017 - 2018	Rail	INS	19R	Network Rail - passenger views on sustainability on the railways	Louise Coward	Ian Wright	B	£2,000				Y - £2650 exc VAT	£25,000 (Network Rail)	£25,650		-£1,983	E25k funding agreed with Network Rail, confirmed by MT as cat B project [20/08] ED spend on Exchequer thus far	MT	02/08/2017	Sep-17	Nov-17	Dec-17		Jan-18	Feb-18				Green	K.57	P - with PM	[24/07] Workbook and costings worksheet received. Following discussion with Louise re: project risks, workbook updated and sent back to Louise for review prior to 2 Aug MT submission - agreed deadline of 25/7 with Michelle for this [25/7] workbook submitted for inclusion within MT 2 Aug [14/08] project authorised via MT 2 Aug. PAN to PM/Sponsor for info [20/08] project reviewed with Louise, all on track for delivery as planned. Single risk raised at the outset reviewed and closed as now passed. [16/10] project reviewed with Louise, all on track for delivery as planned, no new risks identified [22/11] publication likely to be Jan 2018 as awaiting feedback from Network Rail, dates for K\$7 & K\$8 amended from Nov and Dec accordingly. No other changes, no new risks identified [19/12] projects review scheduled for 14/12 postponed, next meeting scheduled for 3 Jan 2018		22/02/2018	[AR - 3.1.18] Publication was earlier than expected (Dec17) and end review still on track to be Feb 18. AR confirmed with LC that Network Rail have paid. No risks to review. [14/2/18] End Review submitted to Louise for completion [22/2/18] During Louise's project reviews, AR reminded LC it should complete the End Review.
2017 - 2018	Other	CEO	20A	Staff awayday Oct 2017	Elizabeth Garak	Jon Carter	A	£7,600				N		£7,600		£6,261	Budget already set aside for this within CEO budget, noted as 'unallocated pot' within MT notes from 2 Aug	MT	02/08/2017	Oct-17	Oct-17	Oct-17	Oct-17	Nov-17	Nov-17		Nov-17	Nov-17	Green	K.59	C - with project support	[21/07] workbook submitted by Elizabeth, submitted for 2 Aug MT approval [11/08] project approved at MT 2 August "paid for from unallocated pot" [20/10] meeting scheduled with Elizabeth on 15 Nov to start end project review [15/11] end project review discussed with Elizabeth. Now with Elizabeth and Jon for completion [including costs assigned to GPC] [20/11] end review received signed by EG and JC - with Finance, awaiting confirmation of costs to be assigned via GPC [14/12] costs now assigned from GPC, and review costs added by AK following discussion with Elizabeth, now back with Finance for noting		08/01/2018	[8/1/18] End review now noted by finance - awaiting to be noted via Improvement Panel
2017 - 2018	Other	EXT	22E	Rail Passenger Ombudsman [costings workbook outstanding]	Jon Carter	Anthony Smith	E							£516,145			[ 07/08] The total budget assigned for this project is £516,145 inc VAT based on the original figure of £566,019 from project 12A [the original redress scheme] less £16,584 (2016-17 charges) and the £31,040 which has been charged so far in 2017-18.	Members Event	14/11/2017	Dec-17	Jan-18	Feb-18							Green	K.54		[19/09] worksheets not yet received, forwarded to Michelle for assistance in chasing [11/10] it has been agreed that Governance on this project is to be supplied via production of a PID. AK working alongside JC to produce, current draft 0.3. Once agreed, will circulate for comment to RPOS project team. Board approval still to be sought, this will be via project and costings workbook, the latter still need to be completed [03/11] JC has advised PID to be presented at ME 14 Nov for approval alongside draft 0.1 of the project workbook, a summary of costs provided by Jon and an associated ME paper. Follow-up discussions to be held with JC following feedback received from ME		20/02/2018	[28/11] Paper presented to ME, approval given. PID draft 0.6 with JC for review - this removes Resolver implementation from the scope of this project, now project is its own right (code 300). RPOS team meetings will cover both projects to ensure all issues/concerns covered especially in relation to processes. Note that costings sheet remains as [20/12] ITT had last now closed, bids to be reviewed and advised upon in Jan 2018 [20/2/18] Per AK: Project reviewed within the RPOS & Resolver project meetings. Risks reviewed and updated where necessary. All project documentation (PID, RAG log) are now located within the Connect project folder for this project. The next RPOS & Resolver team meeting is scheduled for 14 March [chaired by Jon C]
2017 - 2018	Rail	INS	23R	Great Western Rail (GWR) Station & Train usage project (new project, awaiting workbook)	Keith Bailey	Guy Dangerfield	B																					Green	K.52		[10/08] paper submitted to MT by Keith for MT discussion to cover both this and project 28R, Michelle advised discussed and agreed by MT on 03 Aug - the funding code of B was also agreed - await project workbook.		15/02/2018	[15/1/18-AR] AR advised KDB that the workbook is still outstanding. KDB confirmed that the costings haven't yet been finalised as the project is on hold at the moment. [30/1/18] Still on hold - awaiting 28R to be get up and running [15/2/18] Following a review with Keith, the project still remains on hold.	
2017 - 2018	Roads	RDS	24B	SRUS mobilisation	Brigitta Horup	Guy Dangerfield	A	E221,136				Y - £52,180					[23/11] costing sheet figures following project change authorised at 6 Dec MT, direct costs £221,136 [inc VAT], staff costs £52,180. Total £273,316	Board - cost	14/11/2017	Mar-18	Mar-18	Apr-18							Green	K.54		[03/10] costings worksheet and project workbook agreed/signed, sent to MC for advice re: obtaining authorisation [05/10] review held with GD/BH - project on track, no changes to risks. To be presented to 18 Nov Board for formal approval [remit - costs]. ANGD/BH meeting scheduled 2 Nov to finalise papers [03/11] Board paper for approval completed and submitted for meeting scheduled on 14 Nov: submitted with project workbook [this included the costing worksheet] [20/11] Board approval given for project. [23/11] BH has advised that GD has authorised use of Kantar TNS for some data sourcing required relating to the SRN. The cost associated is £40,500 exc VAT (£48,600 inc VAT). Project change request raised along with revised costings worksheet including the Kantar TNS costs. Forwarded to BH and MT for review/agreement prior to submitting to MT 6 Dec for approval [24/11] request for change and amended costings sheet submitted for MT 6 Dec [08/12] Kantar change authorised by MT, authorisation notice sent to BH [18/12] Bid reviews are under way		21/02/2018	[22/1/18] Bid reviews have been completed and signed off by the board [Kantar TNS won the contract]. The offline map is currently in development with Beacon Dodsworth who are working in conjunction with Kantar TNS. RAG status changed from Amber to Green as mobilisation aspect going to plan. However the RAG status on Project 37B (SRUS delivery) is classified as Amber due to the very tight deadlines (being 01 April 2018). [7/2/18] No changes to milestone dates, scope or cost - all still on track to deliver [12/2/18] No changes to milestone dates, scope or cost - all still on track to deliver
2017 - 2018	Other	CEO	25A	Stakeholder Reception November 2017	Elizabeth Garak/Michelle Calvert	Jon Carter	B	£7,000				No		£7,000		£3,479	Paid for from the unallocated pot	MT	06/09/2017	Nov-17	Nov-17	Dec-17					Nov-17	Jan-18	Green	K.59	C - with project support	[21/08] workbook received from Elizabeth, submitted to Michelle for 6 Sept MT agenda for approval [13/09] advised via Jon that project approved at MT 6 Sept [28/11] project under review [Michelle/Elizabeth] [19/12] review session scheduled with Michelle for 5 Jan		18/01/2018	[05/01] End review held with Mca. Finance to provide final actuals for review. [11/01] Final actuals sent to Mca for review [18/01] Notes by finance, awaiting final noting from Improvement Panel
2017 - 2018	Multi-Mode	TDR	26M	Coach and Bus Exhibition Oct 2017	Stuart Edwards	David Sidebottom	B	£4,360				Y - £4700		£9,060		£4,026	Cost breakdown: £4700 staff (no VAT), £4360 other direct costs [inc VAT]. £2500 approved by MT for exhibition costs to be G/A funded	MT	06/09/2017	Oct-17	Oct-17	Dec-17				Oct-17	Nov-17	Green	K.58	S - with Sponsor	[21/08] workbook and costings worksheet completed with David, checked by Nigel and submitted for MT agenda 6 Sept [20/09] project approved, advised via MT meeting notes [15/11] end review completed with Lee & Stuart. Sent through for final review, requested costs from Finance. Following Lee/Stuart review, will then forward to David S/Louise Collins for their feedback. Will also need to close down accompanying 10,000 project and include within the review [15/08] Cathie has advised that further discussions on this with Ian and Murray suggest add funding will be required for this project. Project change request & costings worksheet sent through to Cathie, will hopefully be able to submit for MT 4 Oct for approval [amount would be add £15k exc VAT] [25/08] revised workbook and change request sent to Michelle for inclusion within MT agenda 4 Oct [may require Board approval as + £35k in total] Cathie also advised the cost code of A is incorrect, and should be B - Michelle has confirmed the category can just be amended, have done this within workbook and advised Cathie [16/10] MT approval gained for additional funding, Board submission is not required as the project costs [excluding staff time] falls beneath £25k limit [15/11] project review held with Cathie. Illuminas have been awarded contract 6 workshops to be completed through charities such as Age UK [hopefully by end of 2017]. These new risks added to project risk log R006, R007 & R008 via document provided by Cathie from Illuminas, risk summary sent to Cathie for review. All other KPIs unchanged, project on track [22/11] Launch event will no longer be at the Mobility Roadshow as originally envisaged (event no longer taking place) but will likely be at a similar event. Cathie in touch with one of the directors of Mobility Operations who manage Motability One Big Day, held in Manchester in May or June with a view to launching here instead		05/02/2018	[19/1/18] Reviewed the costs with Stuart Edwards and sent the End Review for completion [5/2/18] Stuart completed the End review, now awaiting sponsor sign-off	
2017 - 2018	Roads	RDS	27B	Disabled users experience of the SRN	Catherine Folca	Guy Dangerfield	B	£82,600				Y - £14,900		£79,500		£97,500	DTF funded. Breakdown: £82,600 direct costs, £14,900 staff costs	MT	06/09/2017	Feb-18	Mar-18	May-18	Mar-18	Apr-18	May-18	1			Green	K.54		[17/1/18] Cathie unable to make the meeting, so a revised meeting set up for 30 Jan 2018 [30/1/18] Main launch event will now be at the NEC, Birmingham on 6 & 7 July (not Manchester as previously thought). Cathie to check with GD to whether the July dates are feasible [being three months following the publication date] [14/2/18] No changes to cost, scope or milestone dates, everything still on track [Cathie to still discuss with Guy whether the July dates are feasible] [15/2/18] Cathie to still discuss with Guy whether the July dates are feasible [being three months following the publication date]		14/02/2018	[17/1/18] Cathie unable to make the meeting, so a revised meeting set up for 30 Jan 2018 [30/1/18] Main launch event will now be at the NEC, Birmingham on 6 & 7 July (not Manchester as previously thought). Cathie to check with GD to whether the July dates are feasible [being three months following the publication date] [14/2/18] No changes to cost, scope or milestone dates, everything still on track [Cathie to still discuss with Guy whether the July dates are feasible] [15/2/18] Cathie to still discuss with Guy whether the July dates are feasible [being three months following the publication date]



Financial year	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	Does the total include staff costs?	Third party/supplier/partner funding	Original Project Cost	Revised Project Cost (during project)	Final Costs (Project end)	Finance Comments	Approved by	Project Start (Approved)	(K55)	(K57)	(K58)	(K55)	(K57)	(K58)	Changes to end date (K57)	Project End (actual)	Post Project Review Complete	Project Status	Project Key Stage	End project review stage	Comment history	Comms plan status	Last review date	Latest comments/update			
2017 - 2018	Rail	INS	28R	GWR - Future of Ticketing	Keith Bailey	Guy Dangerfield	B	£5,300				Y - £5,130	£50,000 (research costs via GWR)		£60,430		10/10/18 review via NHF 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 [15/01/18-AR] Direct Costs £55,300 Staff Costs £ 5,130 GWR Contribution (£50,000)	Out of meeting	09/11/2017	Feb-18	Apr-18	Jun-18	May-18	Jul-18	Sep-18	1			Green	K.54		[10/08] paper submitted to MT by Keith for MT discussion to cover both this and project 23R. Michelle advised discussed and agreed by MT on 03 Aug - the funding code of B was also agreed - await project workbook. [16/10] workbook inc. costings submitted for OCM approval with Derby workbook, but only one project can be distributed for OCM at any time - KDB advised Derby should take precedence. This workbook, therefore, still awaits OCM. [24/10] workbook distributed to MT via OCM email. await responses (deadline noon 31 Oct) [31/10] MT chased by MCA due to lack of responses [15/11] project approved OCM, sign off 19 November. Authorisation notice to KDB, Sara and Mike H [12/12] project progress review underway by KDB [14/12] project review with KDB: awaiting approval of ITT from GWR, hoping to despatch before end of 2017.		15/02/2018	[30/11/18] Agency selected. MT approval needed. Kick-off meeting set for 21 Feb [End date, Publication date and End review moved from Feb, Apr & Jun to May, Jul & Sep/18 respectively] [15/21/18] During the review, KDB confirmed that MT approved the agency selection. No changes to project cost, scope, milestone dates. KDB off meeting still set for 21 Feb			
2017 - 2018	Roads	RDS	29B	A road users services user experience research	Toby Cotton	Guy Dangerfield	B	£90,200				Y - £18,980		£96,680	£99,180		[22.1.18] Request for Change for additional amount of £3,180 to the project [AR emailed GD cc:TC 22.1.17] £500 - T&S (2017/18 budget) £2,000 - Publication (2018/19 budget) £2,500 RRC now approved - 5.2.18	MT	06/09/2017	Mar-18	Apr-18	May-18		Jun-18	Jul-18	1			Green	K.54		[21/08] workbook inc costings worksheet with Toby/Guy for final sign off before MT submission [30/10] project workbook and costings sheets submitted for MT agenda 4 Oct. Cost code amended from A to B at Guy's request [16/11] Review with Toby/Louise. Tender document should be ready for distribution by end November, hopeful research agency will be commissioned by end 2017. No concern on timescales/project KPIs, on track to deliver Risks reviewed, risk R005 closed and incorporated within R004-29B. RAG status on all risks unchanged. PPR updated [20/12] next project review due 17 Jan 2018		10/02/2018	[17/11/18] Publication and End Review dates to be moved from April/18 & May/18 to May/18 & Jun/18 respectively (to align with the Motorway Services project). Request for Change to be submitted for T&S and Comm's (£2,500), as the original costing sheet was showing £77,700 (Agency costs inc. T&S/Comm's), when it should have shown £77,700 excluding T&S/Comm's. Toby to draft up the relevant paperwork before it can be submitted for approval. [25.1.18] Request for Change of £2,500 submitted to MCA to DMT & AS which was authorised on [25.1.18] Guy approved the RRC of £2,500 [5.2.18] £2,500 approved by MT [19/21/18] Risks reviewed, no changes to cost, scope or dates (Publication still to remain for the Summer time in line with MSUs and other Roads related projects)			
2017 - 2018	Roads	RDS	30B	NRUSS 2018 - 2019 wave	Murray Leader	Guy Dangerfield	A	£339,700				Y-£10,810		£350,510			[20/09] the following comments have been copied across from project B32 (previous NRUSS wave) '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. Expected budget shortfall: £14,504. ML has been able to negotiate a reduction in Accom costs of £11,280, deficit is now £3,624' [20/09] meeting arranged with ML to go through new workbooks for this wave [16/10] wave's workbook and costings sheet approved by MT 4 Oct. Submitted to the Board for approval [8 Nov] [20/10] ML confirms meeting scheduled with Michelle during wk 23 Oct to discuss paper required for approval [03/11] ML/GD have prepared and submitted paper for ME discussion/approval on 14 Nov [21/11] approved at ME 14 November [22/11] ML update via PPR - Single tender now issued to Accom. Timetable is a decision on Accom's response by week 1 December 2017. Next update will advise on costs secured and the level of budgetary impact for Transport Focus.' [20/12] next review for this project is scheduled for 20 Jan 2018	Members Event	14/11/2017	May-19	Jun-19	Aug-19										Green	K.54		[20/09] the following comments have been copied across from project B32 (previous NRUSS wave) '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. Expected budget shortfall: £14,504. ML has been able to negotiate a reduction in Accom costs of £11,280, deficit is now £3,624' [20/09] meeting arranged with ML to go through new workbooks for this wave [16/10] wave's workbook and costings sheet approved by MT 4 Oct. Submitted to the Board for approval [8 Nov] [20/10] ML confirms meeting scheduled with Michelle during wk 23 Oct to discuss paper required for approval [03/11] ML/GD have prepared and submitted paper for ME discussion/approval on 14 Nov [21/11] approved at ME 14 November [22/11] ML update via PPR - Single tender now issued to Accom. Timetable is a decision on Accom's response by week 1 December 2017. Next update will advise on costs secured and the level of budgetary impact for Transport Focus.' [20/12] next review for this project is scheduled for 20 Jan 2018		16/02/2018	[29/11/18] Positive responses have come back following the issue of the Accom tender, no other issues identified [16/21/18] No changes to KPIs since last review, no issues identified
2017 - 2018	Roads	RDS	31B	Motorway Services Users Survey (MSUS) wave 2	Murray Leader	Guy Dangerfield	D	£17,722 (inc VAT)		£158,728 (MSA Operators)		Y - £25,110	£158,728 (MSA Operators)	£176,450 inc staff costs			[5.5.2017] will be accrued as main project budget to 2018 - 2019. Refer costings worksheet for full breakdown [26/11/18] RRC of £10,000 submitted by MCA to DMT & AS [29/11/18] RRC has now been authorised by MT			Jul-18	Sep-18	Oct-18							Green	K.54		[24/01 AK] this project was approved by Board following submission on 9 Jan - copy of Board paper submitted copied into the project workbook for future ref (the paper shows project total cost inc. VAT as £192,500 of which TF contribution will be £12,500 staff and £5200 other. Should 12th site decide to participate, TF contribution will reduce by approx. £2K. [26/11/18] Request for Change of £10,000 submitted by MCA to DMT & AS which was authorised on 29/1/18 [29/11/18] No changes to KPIs or scope [The RRC of £10,000 is still going through the approvals process] [16/21/18] Reviewed with Murray. KPIs remain the same, on track to deliver		16/02/2018	[24/01 AK] this project was approved by Board following submission on 9 Jan - copy of Board paper submitted copied into the project workbook for future ref (the paper shows project total cost inc. VAT as £192,500 of which TF contribution will be £12,500 staff and £5200 other. Should 12th site decide to participate, TF contribution will reduce by approx. £2K. [26/11/18] Request for Change of £10,000 submitted by MCA to DMT & AS which was authorised on 29/1/18 [29/11/18] No changes to KPIs or scope [The RRC of £10,000 is still going through the approvals process] [16/21/18] Reviewed with Murray. KPIs remain the same, on track to deliver			
2017 - 2018	Other	RES	32X	ICT migration	Eamon Caughey	Nigel Holden	A	£130,700				Y - £29,000		£130,700			Costs breakdown - staff £29,000 (inc VAT), other direct costs £101,700 inc VAT	Board - coast	14/11/2017	Sep-17	Oct-18	Dec-18							Green	K.54		[25/11/18] Project reviewed with AR and NH. Regular reviews are to be delivered by AR commencing Feb 2018 with NH, EC and BC. Feb 2018 review to include review of PA Risks reviewed, no change to RAG status for these, but one risk has been realised (risk ref R005 - 32X issue of R001-32X) which has been subsequently closed (risk relating to Covid-19 consultancy costs). No new risks identified. In respect of project delivery KPIs, key date to be aware of - 21/22 March 2018 identified as non-weekend period where testing/migration of some kind could take place (staff away). However, servers which were due to be installed 27/28 Jan have not yet been built, so installation will not be going ahead as scheduled. This may mean that it will not be possible to complete any testing/migration work during the two days identified. This needs to be checked during the next project review (date TBC) as it is possible a new server install date will have been arranged. Risk not raised at this stage as there is no contingency, but if the March dates cannot be used, may be worth raising a date-related risk. [17/21/18] Servers are due to arrive next week. Installation dates are set for 17/18 Feb in Mcr and 24/25 Feb in London Workshop (discovery days) are also set for 21 Feb in London, and 8 Mar in Manchester (although this is TBC). The aim of these days is to generate a buzz amongst staff, let people know what is happening but more importantly allow staff to have an input on how the system is going to be delivered.		07/02/2018	[25/11/18] End review to take place mid Feb/18, however this might be too soon due to costs not yet filtering through (i.e. Jan Carter's GPC statement) [14/21/18] End review sent to Michelle - awaiting final costs from Jon's GPC. To be reviewed mid-March 2018			
2017 - 2018	Other	INS	33R	Liverpool Lime Street monitoring (station closure 30 Sept - 22 Oct 2017) (10,000-every project)	Toby Cotton	Ian Wright	B			10,000 N-only project				n/a	101.75 resource hours, total cost £110,025.50	10,000 only project	Sponsor [TUP project]	Sep-17	Sep-17	Oct-17	Nov-17				Oct-17	Nov-17		Green	K.53	C - with project support	[30/10] project is 10,000h only, i.e. no project or costings workbooks submitted [20/11] end review completed with Toby & Jordan, will complete 10,000h report 01 Dec and submit both to MT for noting		20/12/2017	[20/12] awaiting advice re: new improvement panel, and when this can be signed off within the new forum - terms of reference paper for the new forum is expected to be signed off at MT 3 Jan 2018, so the initial meeting can be scheduled after this				
2017 - 2018	Other	CEO	34A	Strategic Planning Workshop, ICC Birmingham January 2018	Michelle Calvert	Jon Carter	B	£2,851				Y - £1,760		£3,883	£4,611		Cost breakdown: staff £1760, other £123. [28/11] a change raised to increase expenses to £2850.80 from £1223	MT	08/11/2017	Jan-18	Jan-18	Jan-18	Jan-18	Jan-18	Feb-18		Jan-18		Green	K.57	P - with PM	[20/10] Michelle has submitted project brief, does not fear costings sheet covers what is required so has forwarded a separate costs breakdown. Forwarded both to NH to try and get the costings sheet to work for projects of this nature, after which this can be submitted for MT agenda [30/10] added to MT agenda, costings sheet received for staff costs, included within project workbook [14/11] authorised at MT 9/11 [28/11] project change raised to increase expenses to £2850.80, making total inc. staff costs £4810.80. Submitted by Michelle to MT 6 Dec [12/12] MT notes show different figures agreed for the project change to that shown within the workbook, queried with Michelle for clarification		14/02/2018	[25/11/18] End review to take place mid Feb/18, however this might be too soon due to costs not yet filtering through (i.e. Jan Carter's GPC statement) [14/21/18] End review sent to Michelle - awaiting final costs from Jon's GPC. To be reviewed mid-March 2018			
2017 - 2018	Roads	RDS	35B	Pedestrians Equestrians Cyclists Winter 2017 research	Toby Cotton	Ian Wright	A	£87,180				Y - £12,590		£90,590	£99,770		Cost breakdown: staff (inc VAT) £12,590. Other direct costs (inc VAT) £78,000. MT miss 8 Nov new category A funding [22.1.18] Request for Change for an additional amount of £9,180 [AR emailed GD cc:TC 22.1.17] £5,580 - Mapping Software (2017/18 budget) £3,600 - Additional de-briefs (2018/19 budget)	MT	08/11/2017	Apr-18	May-18	Jun-18								Green	K.54		[30/10] Version 0.1 of workbook received, awaiting final version following feedback to TC from IW, possible feedback from GD and full costings worksheet prior to MT submission [31/10] signed project workbook and costings sheet submitted for MT agenda 8 Nov [14/11] authorised at MT 9/11 [15/11] review held with Toby. Brief for ITT document has been forwarded. Tender document should be ready by end November, hopeful that research will be commissioned by the end of 2017 with proposed research start January 2018. Risks reviewed, no change, project on track to deliver. [20/12] next project review scheduled for 17 Jan 2018		10/02/2018	[17/11/18] Research is now underway. There may also be changes to the project cost (extra debris, c. £3,000 - however, this has not yet been confirmed - Toby to liaise with Guy and advise). The extra details won't affect the timescales of the project. [22.1.18] Request for Change for additional amount of £9,180 to the project [AR emailed GD cc:TC 22.1.17] [25.1.18] GD approved the RRC [5.2.18] RRC approved by MT [19/21/18] No changes to scope, cost and dates. Risks reviewed. (NB: following a conversation by Toby to Shadih on 22.1.18, there is a delay to the project of approx. 2 weeks although Toby is going to try and claw this time back)		
2017 - 2018	Other	CEO	36A	Staff and Board awayday March 2018	Elizabeth Ganak	Jon Carter	B	£17,625				Y - £3,370		£20,995			£17,625 - Direct Costs £3,370 - Staff Costs		Jan-18	Mar-18	Apr-18							Green	K.54		[05/01/18-AR] MCA advised that the funds required for this event are going to be more expensive than anticipated. MCA to submit further on this information is known and then a revised workbook can be submitted. [25.1.18] MCA confirmed that MT have now approved the project (based on the revised costings)		25/01/2018	[05/01/18-AR] MCA advised that the funds required for this event are going to be more expensive than anticipated. MCA to submit further on this information is known and then a revised workbook can be submitted. [25.1.18] MCA confirmed that MT have now approved the project (based on the revised costings)				
2017 - 2018	Roads	RDS	37B	SRUS delivery	Brigitta Horup	Ian Wright	A	£499,220				Y - £77,895		£567,115			Staff Costs £77,895 Direct Costs £489,220 Agency Costs split over FY's: £45,000 (2017/18) £444,220 (2018/19)	Board - coast	19/01/2018	Aug-19	Sep-19	Oct-19							Amber	K.54		[01/11] paper created and submitted to MT 8 Nov to agree phase three of SRUS (delivery 'in principle' - have sent through with recommendations paper completed by DH for DfT as accompanying documentation [29/11] MT have agreed in principle on 8 Nov - price range £398k to £750k, no cost category confirmed. This now needs to go to ME for approval in principle, ME meeting 11 April [05/12] IW has confirmed he will be creating and submitting paper to Board/ME 06 January, and wishes to submit alongside project workbook and costings sheet. Worksheets sent to Guy/IV for completion		21/02/2018	[19/11/18] Board approval sought - Agency costs of £489,220 (inc VAT). Guy happy with the overall Amber RAG status given due to the tight deadlines for this project (being 01 April 2018) [27/18] No changes to milestone dates, scope or cost - all still on track to deliver. RAG status to remain at Amber due to tight deadlines (being 01 April 2018). August 2019 is the end of the first wave of the project, after that, will become a 'Wave' project [21/21/18] Reviewed with Guy & Brigitte, no change to scope, cost or milestone dates - still on track to deliver (Amber status remains due to the 01 April tight deadline)			
2017 - 2018	Other	CEO	38A	Board Member Recruitment	Jon Carter	Anthony Smith	A	£36,000				Y-£15,900		£51,900			Original costs £15,900 (no VAT). £36,000 (inc VAT) direct costs. [21/21/18] Please refer NH - Business Case for Contact team implementation still in development stage. Costs for this will need to be added to those already agreed for Resolver/VTEC pilot development (£50K TF and £50 VTEC contribution) total £100K ----- Currently showing 2017-18 being the FY that these costs will be incurred however, it's unlikely for the work to be completed by end Mar 2018 Costs for this project are anticipated to be: £90,000 (inc VAT) being TF cost (£50K + VAT)	MT	06/12/2017	May-18	Jun-18	Jul-18										Green	K.54		[21/11] worksheets forwarded to Michelle [29/11] Submitted for approval at MT 6 Dec		25/01/2018	[08/12] project approved at MT on 6 Dec. PAN notice sent to Jon 1st review not scheduled until 27 Feb 2018
2017 - 2018	Other	RES	39X	Resolver VTEC and Contact Team implementation	TBC	Nigel Holden	B	£90,000 (inc VAT)					£50,000	£110,000			----- Currently showing 2017-18 being the FY that these costs will be incurred however, it's unlikely for the work to be completed by end Mar 2018 Costs for this project are anticipated to be: £90,000 (inc VAT) being TF cost (£50K + VAT)	Board - remit	Dec17											Green	K.53		[26/11/18] Discussions are continuing with Resolver and VTEC re: pilot (last meeting with both parties was 15 Jan). Hopeful this will be in place by end March 2018. Project PID to be completed and handed over to CCNH by AK before end Feb, risks to be reviewed before mid Feb. No issues relating to scope/costs/implementation dates" [20/21/18] Per AK, Project reviewed within the RPOS & Resolver project meeting. Risks reviewed and updated where necessary. All project documentation (PID, RAD log) are now located within the Connect project folder for this project. [21/21/18] Direct authority: Use of Resolver for new software implementation approved by ME/Board during Dec 2017 and Jan 2018. However, Business Case for Contact team implementation has yet to be submitted for approval [AK]. The new RPOS & Resolver team meeting is scheduled for 14 March. The project key stage is currently K53 but can be moved to K54 once the business case for the Contact Team has been approved		21/02/2018	[26/11/18] Discussions are continuing with Resolver and VTEC re: pilot (last meeting with both parties was 15 Jan). Hopeful this will be in place by end March 2018. Project PID to be completed and handed over to CCNH by AK before end Feb, risks to be reviewed before mid Feb. No issues relating to scope/costs/implementation dates" [20/21/18] Per AK, Project reviewed within the RPOS & Resolver project meeting. Risks reviewed and updated where necessary. All project documentation (PID, RAD log) are now located within the Connect project folder for this project. [21/21/18] Direct authority: Use of Resolver for new software implementation approved by ME/Board during Dec 2017 and Jan 2018. However, Business Case for Contact team implementation has yet to be submitted for approval [AK]. The new RPOS & Resolver team meeting is scheduled for 14 March. The project key stage is currently K53 but can be moved to K54 once the business case for the Contact Team has been approved		
2017 - 2018	Roads	INS	41R	TUP project - Dartford Crossing Survey	Toby Cotton	Guy Dangerfield	B			10,000h only project							Staff costs £4,590 [17.0 days] Panel costs £1,000	Sponsor [TUP project]	29/11/2017	Dec-17	Jan-18	Feb-18	Feb-18	Mar-18	Apr-18	1			Green	K.54		[18/11/18] Cattle advised that the research is not yet underway / questionnaire not yet finalised. Review scheduled 18 Feb 2018 [21/21/18] Toby advised that there is still a bit more work to do to do End Review can't take place until 10,000h entries have all been entered. Once this has happened, then 10,000 End review/workbook [based on Copson] can be sent to TC for completion (project end and publication dates moved from Dec/17 & Jan. 18 to Feb. 18 & Mar/18 respectively)		19/02/2018	[18/11/18] Cattle advised that the research is not yet underway / questionnaire not yet finalised. Review scheduled 18 Feb 2018 [21/21/18] Toby advised that there is still a bit more work to do to do End Review can't take place until 10,000h entries have all been entered. Once this has happened, then 10,000 End review/workbook [based on Copson] can be sent to TC for completion (project end and publication dates moved from Dec/17 & Jan. 18 to Feb. 18 & Mar/18 respectively)			
2017 - 2018	Rail	INS	42R	TUP project - South Western Railway [SWR] quiet carriages	Toby Cotton	Anthony Smith	B			10,000h only project							Staff costs £4,620 (inc VAT) Panel costs £180	Sponsor [TUP project]	08/12/2017	Dec-17	Dec-17	Jan-18	Dec-17	Jan-18	Feb-18		Jan-18		Green	K.58	F - with Finance	[31/12] project created on 10,000h following conversation with Toby and project ref assigned		19/02/2018	[23/11/18] Review scheduled for 19 Feb 2018 [29/11/18] Per conversation with Toby regarding Comm's originally scheduled for Dec17, were actually published in January'18. End review due in Feb [19/21/18] Project at End review stage. Awaiting Toby to complete the End review / lessons learned. [20/21/18] Toby completed end review, now awaiting finance to review the Costing workbook anomaly			
2017 - 2018	Roads	RDS	43B	Tracker surveys data tool development	Robert Pain	Ian Wright	B	£67,200				Y - £3,470			£70,670			£67,200 - Direct Costs £3,470 - Staff Costs	MT	25/01/2018	May-18	Jun-18	Jul-18							Green	K.54		[09/01/18-AR] Workbook sent to MCA for OCM MT approval [25/11/18] MCA confirmed MT have now approved [16/21/18] Reviewed with RP. Supplier has now been selected and briefing scheduled for next week (w/c 19/21/18). No changes to cost, scope or milestone dates.		16/02/2018	[09/01/18-AR] Workbook sent to MCA for OCM MT approval [25/11/18] MCA confirmed MT have now approved [16/21/18] Reviewed with RP. Supplier has now been selected and briefing scheduled for next week (w/c 19/21/18). No changes to cost, scope or milestone dates.		
2017 - 2018	Insight	INS	44R	Passenger research - surface access to airports including coach	Louise Coward	David Seabrook/ Ian Wright	A	£88,600		£93,000 - DfT/Heathrow		Y - £19,690		£201,290			Direct Costs £181,600 Staff Costs £19,690 Third party funding (DfT) £20,000 Heathrow £ 73,000 Cost (Exc staff) £88,600	Board - remit		Jul-18	Sep-18	Oct-18								Green	K.54		[22/11/18] Per email from LTW to DS outlines their concern of us undertaking this piece of work within the London area i.e. LTW's remit. LTW suggest we utilise our available funding to undertake a comparative study of passenger access to airports across England and Wales, ten busiest airports. Ian & David S have been invited to an LTW seminar on 29th Jan where we are will be able to present the background to our proposed work [22/21/18] Review taken place with Louise. All parties involved seem to be responding well to deadlines so everything still on track. Risks reviewed and no new risks identified		22/02/2018	[22/11/18] Per email from LTW to DS outlines their concern of us undertaking this piece of work within the London area i.e. LTW's remit. LTW suggest we utilise our available funding to undertake a comparative study of passenger access to airports across England and Wales, ten busiest airports. Ian & David S have been invited to an LTW seminar on 29th Jan where we are will be able to present the background to our proposed work [22/21/18] Review taken place with Louise. All parties involved seem to be responding well to deadlines so everything still on track. Risks reviewed and no new risks identified		
2018 - 2019	Rail	INS	45N	NRPS 2018 - 2019 wave (workbook emailed to D Greene 25.1.18 for completion prior to the start of the new wave)	David Greene	Ian Wright	C																							Green	K.52		[12/12] project wave workbook and costings sheet sent to David G, meeting scheduled for 4 Jan to discuss further		13/02/2018	[41/18-AR] It was discussed in the meeting (AKAR/SMM/DG) that the Main NRPS survey needs to be allocated a new project code & workbook and also go through the authorisation process each financial year from 2018/19. Wave workbook to be issued around April 2018 (prior to work commencing on the 18/19 NRPS project). David G to also think about lessons learned from the 2017/18 survey so that these can be incorporated into the 2018/19 survey. [13/21/18] Reminded DG that the workbook will need to be completed soon		
2018 - 2019	Roads	RDS	46B	Highways UK event 2018 (meeting scheduled for Jan 2018 and project created on 10/000) [30/18] Workbooks emailed to LR for	Lee Rowbottom	Guy Dangerfield	B																							Green	K.52		[12/12] meeting scheduled to discuss in Jan 2018		09/02/2018	[30/18] Workbooks sent to Lee for completion		



Financial year	Programme	Category	Project Code	Project	Manager	Sponsor	Funding Source	Cost to Transport Focus A/B	DTF Work streams C	Additional Work D/E	Of which Man. Fee	Does the total include staff costs?	Third party/supplier/partner funding	Original Project Cost	Revised Project Cost (during project)	Final Costs (Project end)	Finance Comments	Approved by	Project Start (Approved)	(K55)	(K57)	(K58)	(K55)	(K57)	(K58)	Changes to end date (K57)	Project End (actual)	Post Project Review Complete	Project Status	Project Key Stage	End project review stage	Comment history	Comms plan status	Last review date	Latest comments/update
2017 - 2018	Rail	EXT	47E	Cross Country Interchanges and Non Users	Louise Coward	Mike Hewitson	C		ED			Y - £1,905	£30,000 (DTT)	£31,905			£30,000 - Direct Costs £1,905 - Staff Costs	MT	25/01/2018	Apr-18	May-18	Jun-18	Jun-18	Jul-18	Aug-18	1			Green	K.S4		[2012] costings and project workbooks to Louise Coward. Michelle made aware as OCM MT authority will be required.		22/02/2018	[08/01/18] Awaiting authorised brief back from Louise Coward & Mike before being able to submit to Michelle for OCM MT [10/1/18] Link to Workbook sent to MCa for OCM MT approval [15/1/18] MCa emailed MT for OCM approval [25.1.18] MT approval now been given [22/2/18] Reviewed with Louise, project not yet started therefore end & publication date moved from April 18 and May 18 to Jun 18 & Jul 18
2017-2018	Rail	INS	48R	TUP project - Rail Diversion Survey	Toby Cotton	David Sidebottom	B	10,0000ft only project									Staff Costs £2,930 Confirms (fixed cost) £1,200 Total £4,130	Sponsor [TUP project]	17/01/2018	Apr-18	May-18	Jun-18								Green	K.S4			19/02/2018	[18/01] project created on 10,000ft following email with Toby and project ref assigned [19/2/18] End dates pushed back from Feb, Feb, Mar 18 to Apr, May & Jun 18
2017-2018	Rail	INS	49R	Passenger attitudes to staff on the railway	Keith Bailey	Anthony Smith	B	£36,500				Y - £6,610			£103,110		Staff Costs £96,500 NB £90,500 (2017/18) £5,000 (2018/19) ----- 22.2.18 - KDB advised that project now likely to be c. £3.64k so doesn't require board approval. AR asked KB to complete a RRC once he has the costs confirmed.		21/02/2018	Apr-18	May-18	Jun-18							Green	K.S3			21/02/2018	[30/1/18] Keith has advised that the ITT has been issued. Workbook not yet complete as Keith is seeking approval from MT first (KDB also advises that this project is funded by GVA) [13/2/18] Workbooks sent to MCa for approval [21/2/18] Approved by MT (now needs Board approval) [22/2/18] Due to Mike H's comments, project is causing a degree of unrest at DTF and subsequently Keith B advised that the DTF are seemingly intent on us not doing the project so he doesn't think we need to seek board approval after all. KB advised that likely costs for this project will now be c. £3,000 to £4,000 (Keith to complete a Request for Change once costs have been confirmed). Project status to remain as 'un-approved' for now	
2017-2018	Bus	INS	50R	BPS Spring 2018 [23.1.18-Workbook & Costing Sheet emailed to R. Pain]	Robert Pain																								Green	K.S2			16/02/2018	[23/1/18] Workbooks emailed to RP [16/2/18] Reminded RP about the workbook	
2018-2019	Bus	INS	51R	BPS Autumn 2018 [23.1.18-Workbook & Costing Sheet emailed to R. Pain]	Robert Pain																								Green	K.S2			16/02/2018	[23/1/18] Workbooks emailed to RP [16/2/18] Reminded RP about the workbook	
2018-2019	Rail	INS	52R	Continuous NRPS and mystery shopping for the East Anglia franchise (2018/19 phase) - emailed to D Greeno 25.1.18	David Greeno																								Green	K.S2			13/02/2018	[25/1/18] Workbooks emailed to DG [13/2/18] Reminded DG that this workbook will need to be completed soon	
2017-2018	Rail	EXT	53E	A dual measurement approach to NRPS in Scotland (2018-19 phase) - emailed to D Greeno 25.1.18	David Greeno																								Green	K.S2			13/02/2018	[25/1/18] Workbooks emailed to DG [13/2/18] Reminded DG that this workbook will need to be completed soon	
2017-2018	Rail	INS	54R	Customer Satisfaction with rolling stock quality and facilities	David Greeno	Ian Wright	B	£39,600				Y - £2,540			£42,140		Staff Costs £2,540 Direct Costs £39,600 NB £36,000 (2017/18) £3,600 (2018/19)	MT	21/02/2018	Mar-18	Apr-18	May-18								Green	K.S4			21/02/2018	[12/2/18] Workbooks issued to DG. This project is being funded by GVA [9/2/18] Awaiting SM approval of the costing worksheet before sending to MCa for OCM MT approval [13/2/18] Workbooks sent to MCa for approval [21/2/18] Project approved by MT
2017 - 2018	Roads	INS	55R	TUP - Road Disruption Survey	Lee Rowbotham	Guy Dangerfield	B	10,0000ft only project									Staff Costs £3,970 Confrim (fixed cost) £900 Total £4,870	Sponsor [TUP project]	23/01/2018	Dec-18	Dec-18	Jan-19								Green	K.S4			24/01/2018	[24/01/18] project created on 10,000ft by AK following an email received from Toby. It transpires that this project will run until the end of the year as it is likely that separate phases of work will fall within this project.
2018 - 2019	Rail	INS	56R	Brighton Main Line Renewal Works [October 2018]	Keith Bailey	Guy Dangerfield	B	£1,950				Y - £5,945	£60,000 Network Rail		£67,895		Staff Costs £5,945 Direct Costs £61,950 3rd party funding £60,000 (Network Rail)	MT	21/02/2018	Apr-19	May-19	Jul-19								Green	K.S4			21/02/2018	[02/2/18] Workbooks issued to KDB. This project is being funded by Network Rail [13/2/18] Workbooks sent to MCa for approval [21/2/18] Project approved by MT
2018 - 2019	Rail	INS	57R	Delays and Compensation research 2018	Murray Leader	Mike Hewitson	C		£2,050			Y - £6,910	£80,000 DTF		£88,960		Staff Costs £6,910 Direct Costs £82,050 Funded via DTF programme budget £80,000	MT	20/02/2018	Jul-18	Sep-18	Dec-18								Green	K.S4			20/02/2018	[02/2/18] Workbooks issued to ML. Dtf funding this project through their Programme budget [13/2/18] Workbooks sent to MCa for approval [20/2/18] Project approved by MT
2018-2019	Rail	INS	58R	Brighton Main Line Renewal Works [February 2019]	Keith Bailey	Guy Dangerfield	B	£700				Y - £4,160	£40,000 Network Rail		£44,860		Staff Costs £4,160 Direct Costs £40,700 3rd party funding £40,000 (Network Rail)	MT	21/02/2018	Apr-19	May-19	Jul-19								Green	K.S4			21/02/2018	[13/2/18] Workbooks sent to MCa for approval [21/2/18] Project approved by MT
	Rail	INS	59R	EMT - Thameslink timetable changes workbook forwarded to KDB 16.2.18	Keith Bailey		B																						Green	K.S2					