



## Project summary report

Project status as at noon 23 February 2018

### Document revision history

Version	Creation Date	Reason for update
0.1	23 February 2018	Report template created
1.0	26 February 2018	Final report produced/distributed

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## **1. Introduction**




The purpose of this report is to produce a summary which should be read alongside the current Record of Projects [‘record of projects status noon 23 February 2018] presented as part of the monthly meeting cycle.

## **2. Record of projects content**

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

## **3. Applicable meetings**

This summary document will sit alongside any discussions relating to the Record of Projects as of 23 February 2018. It is anticipated that the meetings in which this report will be used are:

-  Management team meeting [MT] – 7 March 2018
-  Members Event – 12 March 2018
-  Board meeting – 13 March 2018

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

## **4. Key observations**

### **4.1 Projects identified as Amber RAG status**

Project 37B – SRUS delivery – currently remains an Amber status due to project complexity/recognition of tight deadlines for key product delivery.

### **4.2 Resolver Virgin Trains East Coast [VTEC] and Contact Team Implementation**

At the time of creating this report, the Project Manager for project 39X – Resolver [VTEC] and Contact Team Implementation has yet to be formally identified.

#### 4.3 Projects awaiting final sign-off

At the time of creating this report, the first meeting of the new Continuous Improvement Panel [CIP] forum has yet to be convened so it is not possible to confirm when the projects will be signed off and moved to stage KS10.

These projects are assigned with the sign-off status entitled 'with project support' and are shown within section 5.3.1.

#### 4.4 CIP forum papers

A number of papers have been created for discussion at the new CIP forum, and currently await scheduling within a forthcoming CIP agenda. These are:

- ✚ [Recommendations paper for] project learning outcomes and follow-on actions
- ✚ Transport User Panel project booking process
- ✚ 10,000ft – review use of categories and tags
- ✚ 10,000ft – extend pilot period for entering estimated resource time for projects
- ✚ Project workbook archiving
- ✚ Stakeholder engagement activities

Copies of these papers are available for review where required from Jon Carter/Nigel Holden.

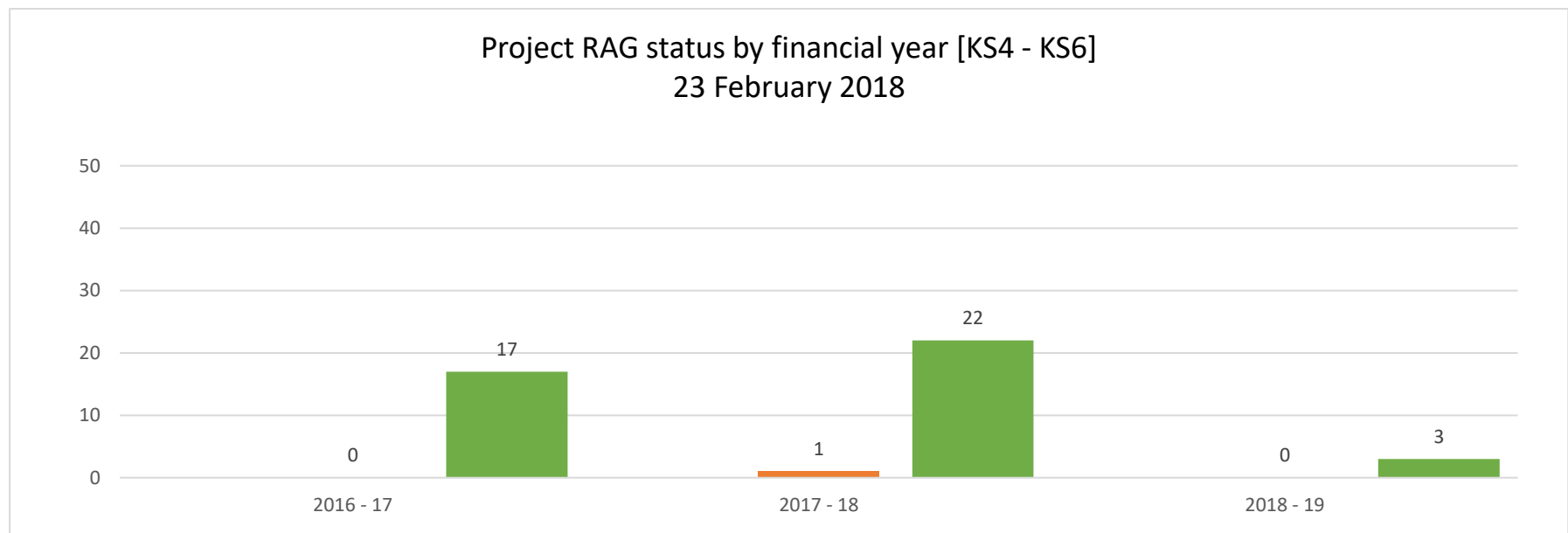
### 5. Key performance indicators

#### 5.1 Definition of key stages

- ✚ KS2 – project agreed, in preparation/discussion stage
- ✚ KS3 – project awaiting MT and/or Board approval
- ✚ KS4 – project live
- ✚ KS5 – main body of work has been completed, awaiting policy and/or comms review/discussions
- ✚ KS6 – publication pending
- ✚ KS7 – end review stage, with project manager
- ✚ KS8 – end review stage, with Sponsor, Finance and/or Corporate Services
- ✚ KS9 – awaiting CIP sign off

## 5.2 RAG status

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

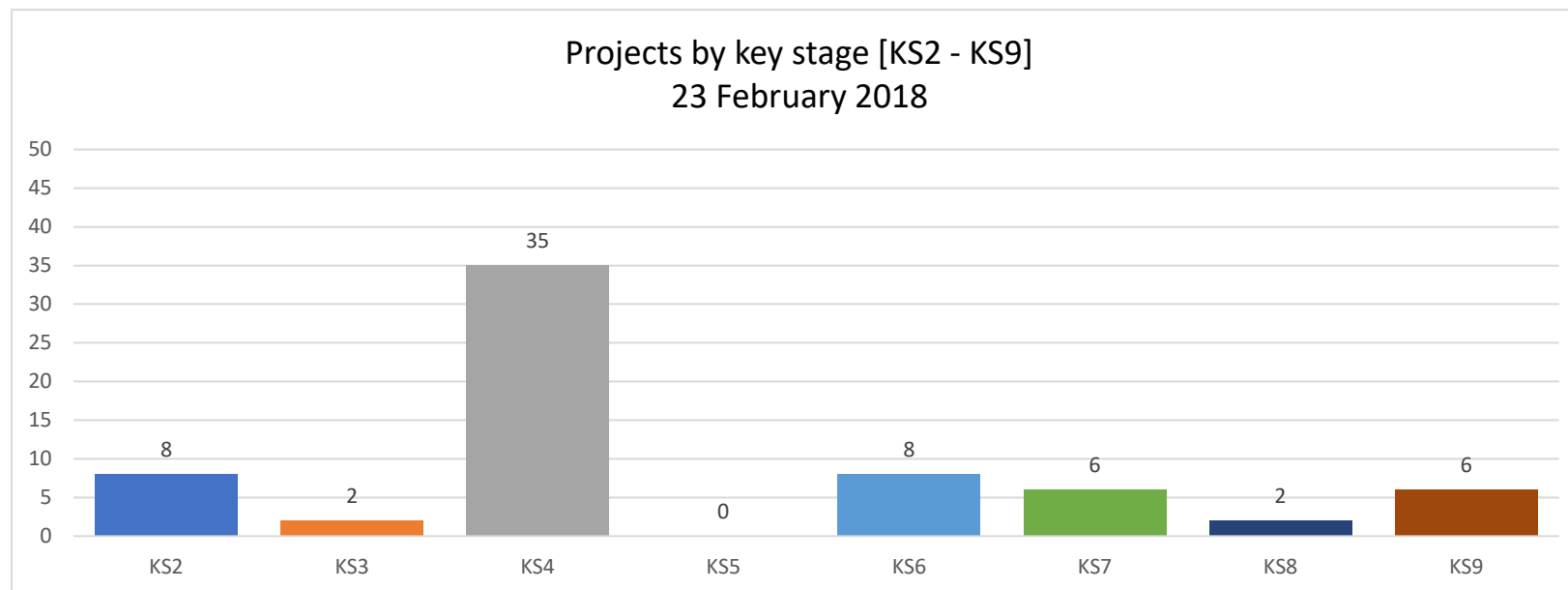


### 5.2.1. RAG status summary

Of the total number of 43 projects within stages KS4 – KS6, one is currently identified as Amber status [refer section 4.1]




### 5.3 Key stages

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



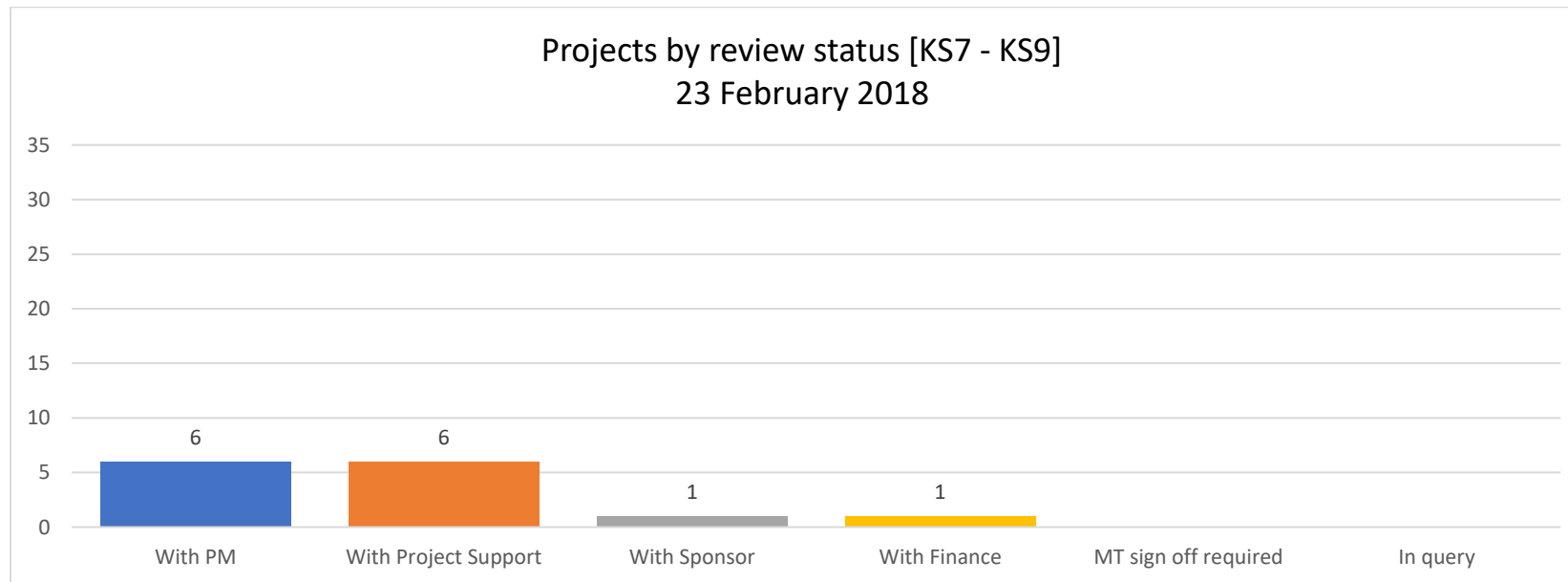
### 5.3.1. End project review status

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

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

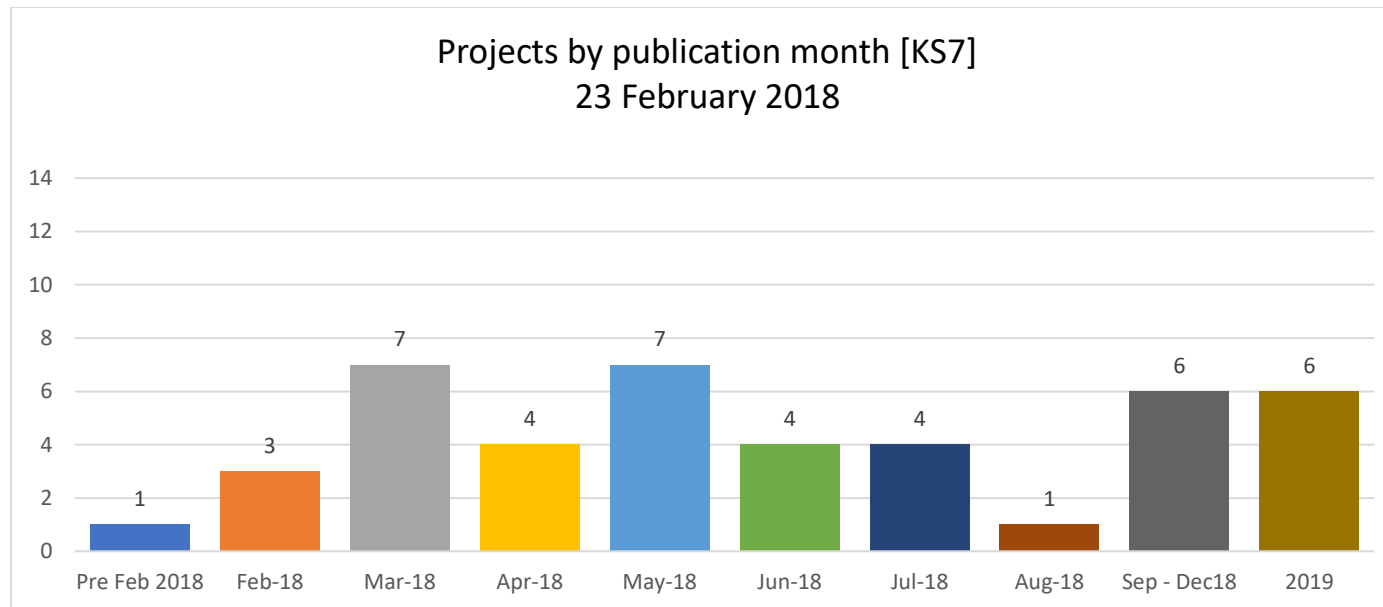
In addition, projects are still deemed to be 'in review' whilst awaiting sign off within the next Continuous Improvement Panel [CIP] meeting [KS9]

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



#### 5.4 Projects by publication month [excluding projects in end review stage]

The graph below indicates the status as at 23 February 2018:



##### 5.4.1. Projects by publication month summary

Project 81R – Tram Passenger Survey [Wave 4 – Autumn 2016 sits within the ‘Pre Feb 2018’ column.

Although the main survey has been published, there remains a separate publication on ‘Trust’ which is likely to be published in March 2018. This would then coincide with the main survey for project 15R – Tram Passenger Survey [Wave 5 – Autumn 2017].