Project summary report

Project status as at noon 26 June 2018

Document revision history

Version	Creation Date	Reason for update
0.1	25 June 2018	Report template created
1.0	26 June 2018	Final report produced/distributed

Project status as at noon 26 June 2018 1
1. Introduction 3
2. Record of projects content 3
3. Applicable meetings 3
4. Key observations 4
4.1 Projects identified as Amber RAG status: 4
4.2 Projects awaiting final sign-off 5
4.3 BIT forum papers 5
5. Key performance indicators 5
5.1 Definition of key stages 5
5.2 RAG status 6
5.2.1. RAG status summary 6
5.3 Key stages 7
5.3.1. End project review status 8
5.4 Projects by publication month [excluding projects in end review stage] 9

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 26 June 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

   - RAG status
   - Tracker Surveys
   - Remaining projects by budgetary year

3. **Applicable meetings**
   This summary document will sit alongside any discussions relating to the Record of Projects as of 26 June 2018. It is anticipated that the meetings in which this report will be used are:

   - Management team meeting [MT] – 11 July 2018
   - Audit, Risk Assurance & Remuneration Committee [ARARC] meeting – 11 July 2018
   - Board meeting – 17 July 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:

Key Stages [KS4-KS6]

- *22E – Rail Passenger Ombudsman Scheme*:
  Although the 'go-live' date has been revised from December 2018 to a more realistic November 2018, it is felt that due to the tight deadlines involved and complex nature of the project, the Amber RAG status will remain
- *39X – Resolver / VTEC and Contact Team implementation:*
  A lack of resource is preventing Transport Focus to encourage train operator 'buy-in' via initial follow-up meetings
- *R82 – Beta API development and user testing:*
  There are on-going delays with the project, albeit outside the control of Transport Focus
- *R99 – Rail passengers with a disability:*
  We still await a response from the DfT regarding a publication date
- *001 – East Midlands Trains Timetable Changes Wave 2:*
  EMT have only commissioned one element of the project 're-contact interviews'. EMT will then decide whether to continue with the remaining elements once the initial results become available
- *43B – Tracker surveys tool development:*
  Due to on-going delays obtaining the data, the July end date is likely to be pushed back which could have an impact on 7 August launch date.
- *49R – Passenger attitudes to staff on the Railway:*
  Analysis of the report has not produced a clear worthwhile 'story' that can be proactively used. Discussions are on-going and publication date has been pushed back to September 2018 [originally May]

Key Stage [KS2]

- *23R – Great Western Railway station and train usage project:*
  This project has not yet commenced and remains on hold. Keith will address this piece of work again with GWR once the 'Future of ticketing' project [28R] is properly underway.

4.2 Projects awaiting final sign-off

At the time of writing this report, there are no projects awaiting discussion and final sign-off at the next Business Improvement Team [BIT] meeting.

4.3 BIT forum papers

A number of papers have been created for discussion at a future BIT meeting and currently await scheduling within a forthcoming agenda. These are:

- 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

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

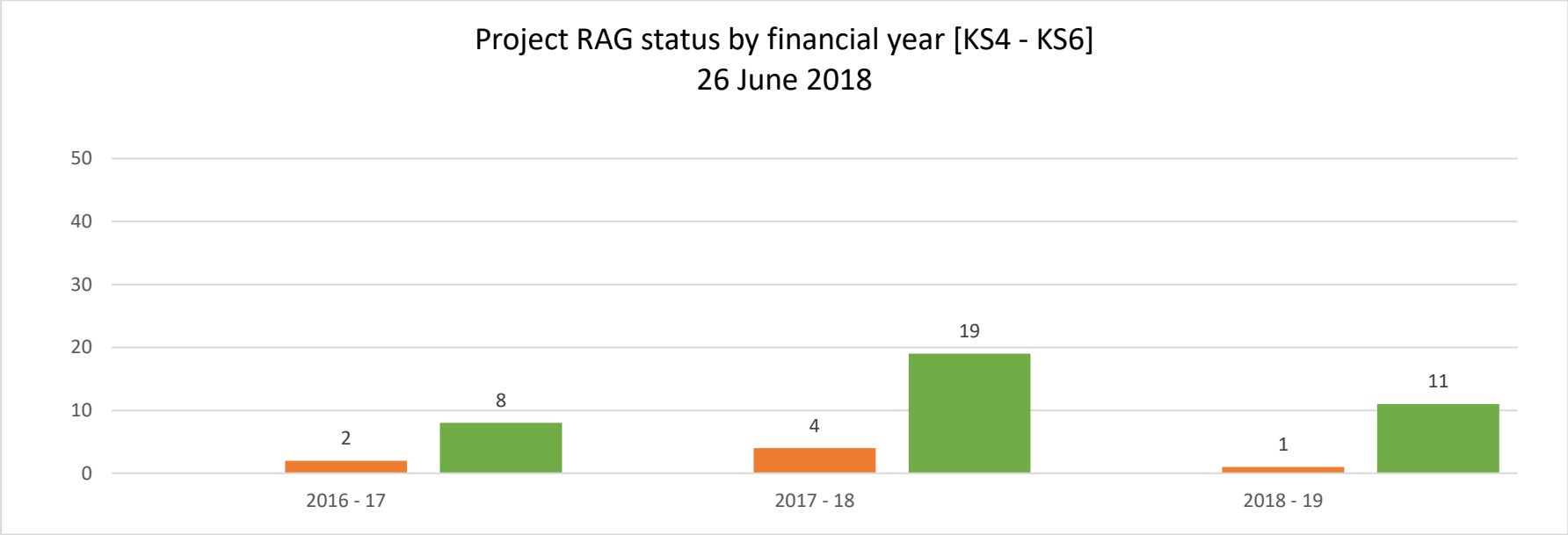
5. Key performance indicators

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 BIT sign-off

5.2 RAG status

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

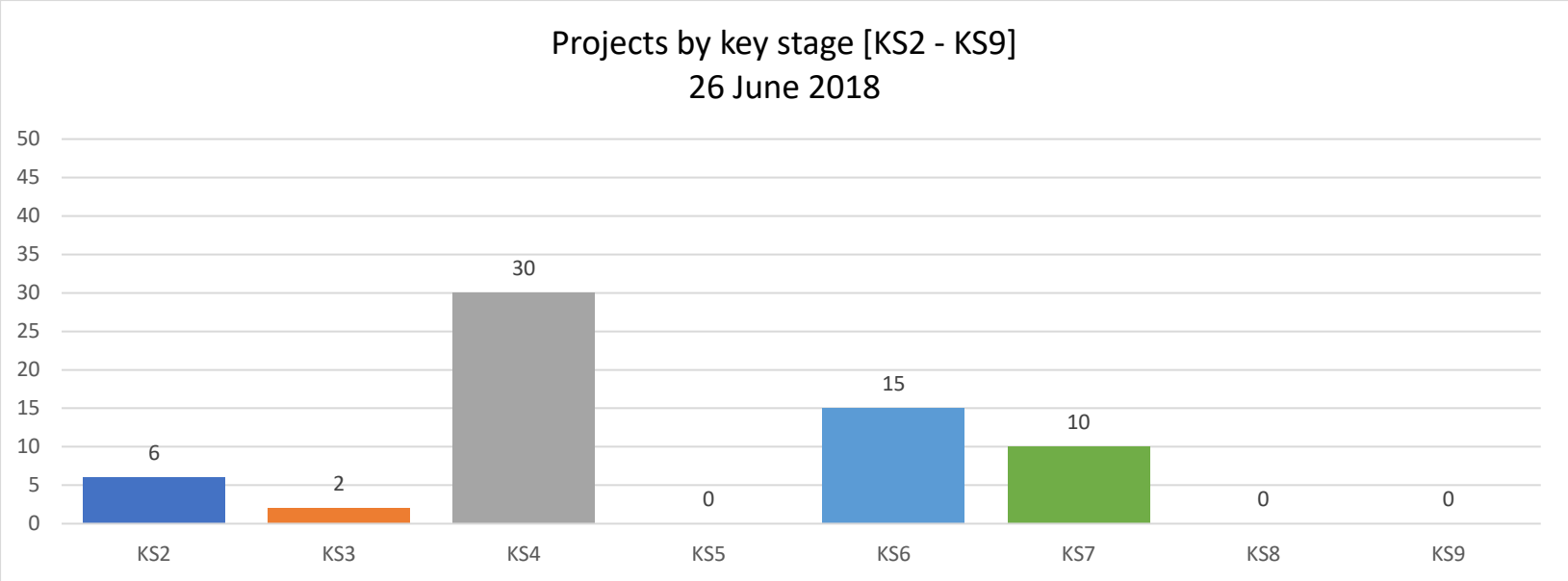


5.2.1. RAG status summary

Of the total number of 45 projects within stages KS4 – KS6, seven are 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:



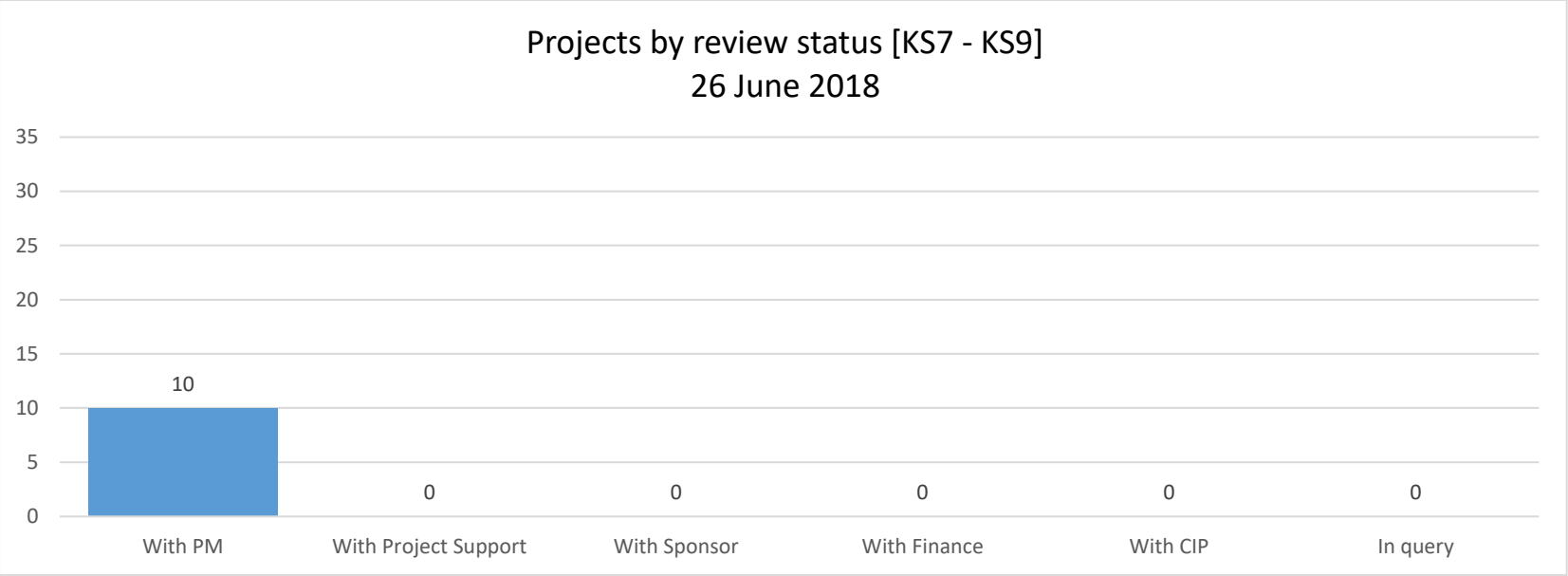
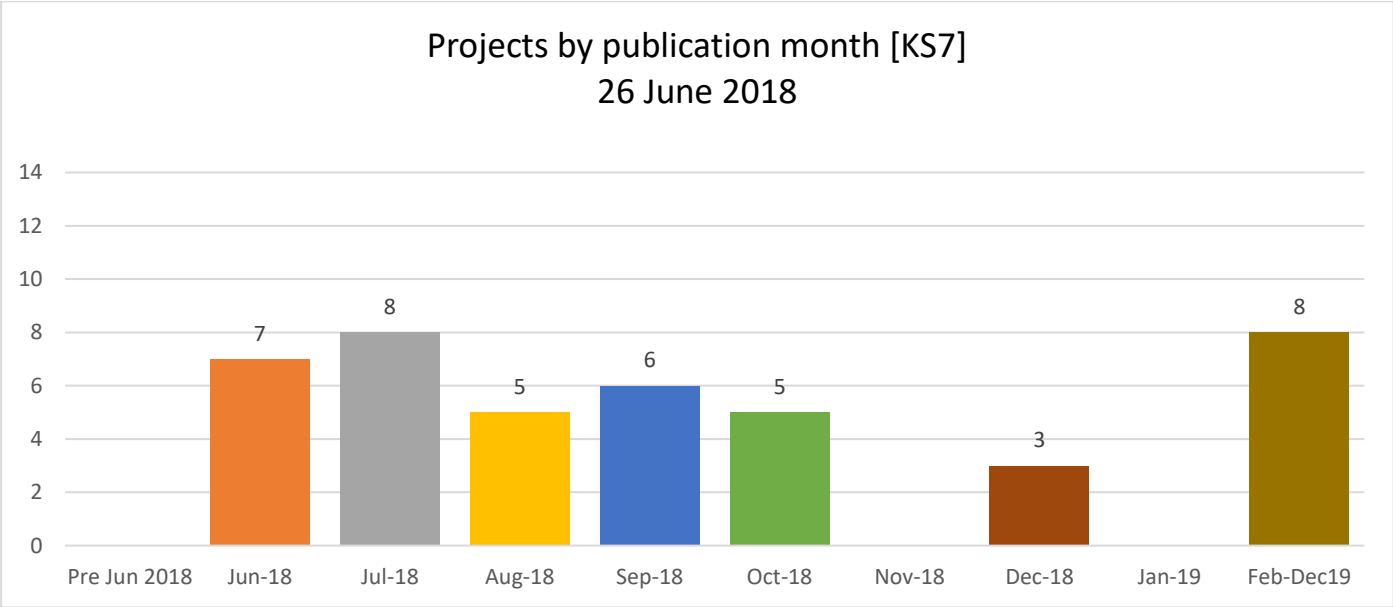
5.3.1. End project review status

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: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