
From: Allan Hill - TSS
Sent: 16 April 2007 16:38
To: Tony Glazebrook
Cc: Jim Johnston; Graeme Barclay
Subject: FW: SDS Project Management meeting
Attachments: Utility technical Liaison Meeting 28.03.07.doc; UTL Meeting 28.03.07 SDS Status of Utilities.xls; Sewer Survey Change Order tracker 4.4.07.xls

Tony,

As SDS PM, please find attached the minutes of the last Utility Technical Liaison meeting. These meetings normally take place fortnightly. The 11/4 meeting was cancelled. The next meeting is scheduled to take place on 25 April at 10:00hr in MUDFA Office.

Please call me if you have any queries.

Regards

Allan

Allan Hill

tie Utilities Technical Lead

Tel [REDACTED] MUDFA Project Office
Tel [REDACTED] Scott Wilson office

From: Ailsa McGregor
Sent: Fri 4/13/2007 15:41
To: Graeme Barclay; Martin Hutchinson; jimbjohnston@hotmail.com; Allan Hill - TSS
Subject: FW: SDS Project Management meeting

FYI

From: Tony Glazebrook
Sent: 13 April 2007 14:28
To: Chandler, Jason
Cc: Matthew Crosse; David Crawley; David Powell; Susan Clark; Reynolds, Steve; Geoff Gilbert; Gavin Murray; Ailsa McGregor; Douglas Leeming - TSS; Jim Harries (Transdev); Alastair Richards - TEL; Trudi Craggs
Subject: SDS Project Management meeting

Jason,

In view of my assuming the post of SDS PM on behalf of tie, I propose the following agenda for our first meeting (thereafter monthly) – dates t.b.a.:

1. Review status and resolve any unresolved key issues from:
 - RFIs
 - Document review – RoR's
 - Change orders (almost certainly we will need a separate meeting to resolve the o/s ones once and for all – thereafter we can deal with them as they arise)
2. Design Review process – discuss and agree:
 - How to deal effectively with the existing “deluge of disparate design deliverables”

- The programme for self-assured packages, and whether it would be most logical on route section (or sub-section) or sub-system basis – or a combination of both
 - How to get best value from TSS
3. Interfacing meetings – discuss and resolve any unresolved key issues to/from:
 - PSCC
 - SCWP
 - HMRI Liaison
 - NR Liaison
 - RDWG
 - TDSG
 - VE
 - MUDFA
 - Engineering Meetings
 - Critical Issues Clearing House
 4. Other external stakeholders – discuss and resolve any unresolved key issues to/from:
 - TS
 - CEC
 - TEL
 - BAA
 - Forth Ports
 - Others
 5. Infraco and Tramco bidder interfaces – discuss and resolve any unresolved key issues to/from
 6. HR issues – discuss and resolve any unresolved key issues to/from:
 - Key staff changes
 - Holiday cover – deputies etc
 7. Costs and progress review – yes it's the standard PM meeting item!
 8. Arrangements, attendees and agenda for next meeting

I have assumed that any project safety issues, whether system or occupational, will emerge through PSCC.

I am not certain that a sufficiently effective link exists with MUDFA such that at our meeting we will have an input so that we can reliably track their issues, if any, with design – perhaps you can comment?

To maximise the meeting's effectiveness, my reps would be just me, Gavin Murray and Geoff Gilbert (deputy Ailsa). If we need specific "extras" for specific items or issues (e.g. MUDFA) then we'll invite them to join for those issues only. Additionally, we might well agree to set up other subsidiary small meetings to report in to this one subsequently.

Could you tell me who you'd like to attend please so that I can set up the meeting asap.

Best regards,

Tony