
From: Clare Norman
Sent: 11 December 2008 09:11
To: Tom Hickman
Subject: FW: Approvals / Design meetings

Fyi

From: Damian Sharp
Sent: 11 December 2008 08:27
To: Frank McFadden
Cc: Robert Bell; Steven Bell; Susan Clark; Tony Glazebrook; Gavin Murray; Lindsay Murphy; Clare Norman; Jim McEwan
Subject: Approvals / Design meetings

Frank

You asked for a proposal for adding to the Approvals Task Force to address design issues holding up design and production of integrated design.

The current approvals task force has the personnel and remit to tackle issues that are needed to get the design through its necessary approvals. It works on the principle of working out what is the right thing to do on a non-contractual basis and then settling the commercial issues in other forums. It has achieved great success where we have kept a focus on urgent issues and each taken responsibility for ensuring our organisation has sorted matters out. I chair the Approvals Task Force. Although in many ways it is a common sense approach to life, it has been sufficiently innovative to get tie/SDS/CEC short listed for an award for quality in planning!

The approvals task force has not worked well where people have tried to drag in commercial issues or where the commercial issues have prevented further work being done. We have rarely got stuck wondering what is the right thing to do.

We have lacked a forum in which to resolve design issues that aren't so straightforward or which relate to the practicality of construction rather than getting the approval. Bob attempted to address this with the Design meeting but that needs to be recast as the SDS list of issues included too many that were being dealt with in the Approvals Task Force or which were held up by commercial issues over estimates.

In addition since we novated SDS we haven't had a good grip on design production versus programme. Instead we need to have a straightforward project management meeting for all aspects of BSC design.

See below for a suggested fortnightly meeting with remit and suggested cast list.

Approvals Task Force

Remit: To ensure remaining CEC and Scottish Water approvals for the Edinburgh Tram Network can be progressed as rapidly as possible in line with the needs of the construction programme

Key issues:

- Securing remaining approvals for SDS design
- Satisfying conditions / informatives on approvals
- Changes to approvals arising from design development and VE undertaken by BSC

People attending:

tie – Damian Sharp, Clare Norman

BSC – Stefan Rotthaus, Simon Nesbit, Siemens design manager
SDS – Laurie Mentiplay, Liam Soffe
CEC – Alan Parkinson, Andy Conway, Francis Newton, Steve Hajducki

Meeting to be chaired and minuted by BSC

Design issues

Remit: To resolve design issues holding up construction of the Edinburgh Tram Network and to look ahead for design issues that have the potential to hold up construction

Key issues:

- Ensuring appropriate design is available to support short-term construction priorities
- Resolving competing design pressures / constraints / objectives

People attending:

tie – Bob Bell, Damian Sharp, Gavin Murray, Lindsay Murphy, relevant Infraco PMs
BSC – Stefan Rotthaus, Siemens design manager
SDS – Jason Chandler
CEC – Andy Conway (for roads issues)

Meeting to be chaired and minuted by BSC

Design Progress Meeting

Remit: To monitor progress against design programme and agree remedial action for any slippage

Key issues:

- Production and monitoring of integrated design programme
- Review of planned v actual for previous 2 weeks
- Look ahead for next 2 / 6 /10 weeks

People attending:

tie – Frank McFadden, Bob Bell, Damian Sharp, Tony Glazebrook
BSC – Colin Brady(?), Stefan Rotthaus, Siemens Design Manager
SDS – Jason Chandler

Meeting to be chaired and minuted by tie

Like Tony's proposal this is a straw person for you to knock about. I have tested the concept on several people and it has generally been received positively.

The design issues meeting is different from Tony's Technical Co-ordination meeting in that the focus of the design issues meeting is on immediate and generally more detailed issues that are holding things up. Tony's meeting is aimed at a much earlier stage of the design process and probably operates at a less detailed level.

Damian

Damian Sharp
Project Manager

tie Limited
Citypoint
65 Haymarket Terrace

Edinburgh EH12 5HD

Tel: [REDACTED]
Fax: [REDACTED]

www.tramsforedinburgh.com
www.tie.ltd.uk