

Appendix 1

Tram - Final Business Case (FBC)

Outline Actionplan

Action	Start	Finish	Comment
Establish working group & governance	May	May	see note 1
Proposal for working group & governance to May TPB		18/05/2007	
Seek clarification on Transport Scotland comments on DFBC	June	June	see items identified in the response to Transport Scotland comments
Seek clarification of approval requirements for the FBC from Stakeholders	June	June	
Seek clarification of approval timescales for the FBC from Stakeholders	June	June	
Agree outline structure for FBC with Stakeholders	June	July	
Prepare programme for preparation	June	July	note 2
Establish specialists skills requirements and resource plan	June	July	
Review existing documents / section and update as appropriate	June	submission of FBC draft	
Further develop sections on stakeholder / programme and risk management	June	submission of FBC draft	
Clarify requirements for updates of DFBC appendices	June	submission of FBC draft	
Develop audit trail for key assumptions and proposals from DFBC to FBC	July	submission of FBC draft	
Update/Confirm FBC with Final Infraco/Tramco negotiations results	tba	tba	
Submit FBC-draft for review to Stakeholders (Transport Scotland and CEC)	tba	tba	
Present FBC for approval to TPB	tba	tba	
Submit final FBC for approval to Transport Scotland / CEC	tba	tba	

Notes

Note 1 - Suggested membership for FBC working group:

- Duncan Fraser (CEC)
- Rebecca Andrew (CEC)
- John Ramsay/Matthew Spence (Transport Scotland)
- Lorna Davis (Transport Scotland)
- Steward McGarrity (**tie**)
- Miriam Thorne (**tie**)
- Alasdair Sim (**tie**)
- Geoff Gilbert (**tie**)
- Alastair Richards (TEL)

Note 2 - The programme for preparation of the FBC is highly dependent on the project master programme and specifically on the specific programmes for Procurement, Design completion and Traffic Management. Timetables for the completion of individual sections of the FBC can be prepared following presentation of the current programme review to the May TBP.