Hi Stewart,

The attached correspondence that Tony has asked me to comment on led me to initially consider responding that is was a mandatory requirement in the Employers Requirements under a section called 'Document Standards and Control'. But, before responding, I checked the signed version of the Employers Requirements and the entire section of 'Document Standards and Control' has been removed. We can further see that it was removed between 4ᵗʰ – 16ᵗʰ April 2008 without our knowledge. This section mandated all document deliverables to be posted within our SharePoint Extranet by the consortium. In removing this section, we removed the requirement for the consortium to deliver controlled document deliverables in a format that we could read and work with, that would be time stamped to prove delivery on time, and version controlled.

Below is the removed section as it was in the version that was released prior to the signed version;

12.8.1 Document Standards and Control

All Deliverables that are shared with, or issued to, **tie** shall be posted and reside within **tie**'s document management system. The official version of any project document shall be the version that exists within **tie**'s document management system. Access shall be granted to **tie**'s document management system on a named basis, and access levels shall be determined by **tie**. The Infraco also agrees to abide by **tie**'s document management procedure as notified to Infraco from time-to-time.

Documents from external parties should be uploaded to the project extranet for processing by document control. The extranet will also be the official conduit for issuing project information. In exceptional circumstances where documents must be exchanged by email, only the Document Control team will receive and issue this information. They will then handle all appropriate processing and distribution.

Deliverables shall conform to the following standards:

Acceptable File Types

- MS Office Suite 2003;

- MS Project 2003;

- MS Visio 2003;

- Portable Document Format (PDF) – Fully-searchable (OCR) Acrobat Reader v7 compatible;

- Compressed Files/Folders – WinZip v10 compatible;

- Graphics – GIF, TIFF, JPG, JPEG, or BMP;

- Audio – Audio files should be saved in MP3 format;

- Video – WMV or MPEG format with WMV preferred;

- Drawings – DWG (inclusive of used templates) and DCF.

Acceptable File Sizes

In general, all files should be optimised to keep their size to a minimum. For email correspondence the maximum allowable attachment size is 10MB. Individual files in excess of 50MB are only acceptable with prior agreement from **tie**.

Project Applications

- Collaboration – SharePoint 2007 (hosted by **tie**);

- Project Planning – Primavera v6;

- Risk Management – Active Risk Manager (hosted by **tie**);

- Deliverables. In addition to Deliverables conforming to the above, they should specifically be supplied in complete, self-contained and fully editable formats.

Typical examples include;

- Drawing Deliverables should be supplied as complete DWG files (inclusive of used templates) as well as the DCF print snapshot;

- Documents should be in Word 2003 (or previous) format;

- Spreadsheets should be in Excel 2003 (or previous) format and include the associated macros, equations, and functions.

Illegal Characters

As a matter of best practice the following characters should not be used in filenames to minimise the risk of error in software applications:

&	¦	$
~	¬	£
*	^	?
%	; (semi-colon)	!
#	, (comma)	@
\	' (apostrophe)	=
/	` (single quote)	
<	"	
>	. (dot)	
{	: (colon)	
}		

4

From: Tony Glazebrook
Sent: 27 January 2010 14:48
To: Seamus Healy
Subject: Access to BSC design information and supporting documentation

Hi Seamus,

Can you look at the attached and comment back to me please.

Cheers,

Tony