
From: Miriam Thorne
Sent: 24 July 2007 15:34
To: Graeme Bissett; Matthew Crosse
Cc: Susan Clark; Willie Gallagher; Geoff Gilbert; david_mackay [REDACTED]
Subject: RE: TS Reporting
Attachments: 7.0 Project Reporting.doc; 1.2 TPB FEB - Minutes.doc

Dear all

In relation to the comments by Bill Reeve:

- the TS report is submitted on time each period as per the agreement with TS. We do submit the report on Monday the week after period end - the timing of reporting recognises the unique governance set-up of the Tram project and minimise the number of separate reports produced. This approach was approved at the TPB in February (please see attached board paper and point 15 of the TPB minutes). We had separate meeting with individuals in TS who confirmed that their internal reporting timescales could be met.
- The content and format of the report has been discussed in numerous meetings with TS and the approach to individual sections e.g. risk and programme reporting was agreed with TS.

Please feel free to give me a call if you would like to discuss.

Kind regards

Miriam

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From: Graeme Bissett [mailto:graeme.bissett@] [REDACTED]
Sent: 24 July 2007 14:27
To: Matthew Crosse
Cc: Susan Clark; Miriam Thorne; Willie Gallagher
Subject: TS Reporting

Bill Reeve mentioned to Willie that the Tram reporting was the weakest of all their projects (“failure to comply fully with reporting cycle and requirements”) and that it had to improve. No further detail at present, but we do need to get behind the comment. I suggest Matthew contacts Bill direct after their Board on 8 August so as not to invite a deputation at a more junior level before we have formal confirmation of the overall approach.

Regards
Graeme

Graeme Bissett
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