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**From:** David Crawley  
**Sent:** 05 March 2007 13:29  
**To:** Matthew Crosse  
**Subject:** RE: team descriptions  
**Attachments:** Engineering Team job description.doc

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Matthew,

My offering is attached.

David

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**From:** Matthew Crosse  
**Sent:** 05 March 2007 11:21  
**To:** Alastair Richards - TEL; Colin McLauchlan; David Crawley; Geoff Gilbert; Howard Elwyn-Jones; Jim Harries (Transdev); Keith Rimmer; Mike Connelly; Miriam Thorne; Steve Reynolds; Susan Clark; Suzanne Waugh; Tom Condie; Tony Glazebrook; Trudi Craggs  
**Cc:** Frances Hamilton  
**Subject:** FW: team descriptions

Dear all

As part of the new organisational arrangements, I believe we need to have clarity about what we all do, where there are overlaps and gaps. In the team event feedback this lack came out loud and clear. At one level this means having coherent job descriptions for every one. At the other extreme, particularly at department/team level, we need some sort of summary of what we do. My plan is that these summaries would appear as you drill down into the org chart on the extranet. Also, important in this regard is communications.


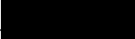

As a team leader, please can you consider what you do then try and complete a one pager (max), mostly summary, or bullet form and based on the attached template to the extent you are able. We will discuss this on Tuesday with the aim of concluding the process and going live by 14<sup>th</sup> March.

Thanks

Matthew

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