
From: Trudi Craggs
Sent: 09 February 2007 06:09
To: Matthew Crosse
Subject: RE: TEAM LEADERSHIP MEETING 09 FEB AGENDA

Matthew

As discussed yesterday and as I advised Frances on Monday I will not be in the office this morning but I will be around this afternoon.

Re actions from the last meeting:-

5 - this is covered in the PD monthly report
11 -you know what we are doing re SDS

Objectives - here are my thoughts:-

- 1 Deliver Phase 1a on time in accordance with a realistic programme and within budget
- 2 Deliver Phase 1b on time and within budget - we can't lose sight of this.
- 3 Achieve a work/life balance for employees and contractors working on this project - the reason for this Matthew is that at the moment we are pushing people to their limits - eg Gavin, Alan Hill on MUDFA - we need to be aware of this and stop it happening - we want people to work on this project
- 4 To become one team and to break down the barriers and prejudices between organisations - eg tie and the Council.
- 5 to deliver a tram system that is value for money and system we are/the city is proud of.

Issues this week:-

1 MUDFA land access/wayleaves/licence - concerned as to what is happening re access to do trial site on March 19. Are we getting a licence from Forth Ports in terms of the Agreement? Who is doing this - land team (who have not be engaged in this process to date) or SDS under their agreement (this could be an area of work which is taken out of their scope). Same issue as I had a couple of weeks ago

2 SDS/programme/priorities etc - you know what the position is here. Re programme, I understand that some members of the team are asking SDS to prioritise/de-prioritise work to expedite eg utilities. This is being done in isolation and could prejudice other workstreams. This and the point below have to stop if we are to stick to one programme and deliver.

3 Procurement - you will have seen the emails re the next Infracore drops - why have we asked SDS to produce info for 19 Feb 11 days before this information is required - this is another example of not sticking to programme, diverting SDS etc. This has to stop - we can't be reactive to bidders.

4 TSS resources - can you raise the issues we discussed yesterday.

These are the key issues. Happy to catch up when I'm in this afternoon.

Thanks
Trudi

From: Matthew Crosse
Sent: Thu 2/8/2007 19:58
To: Susan Clark; Tom Condie; Miriam Thorne; Alastair Richards - TEL; Jim Harries (Transdev); Suzanne Waugh; Mike Connelly; Trudi Craggs; Stewart McGarrity; Frances Hamilton; Geoff Gilbert
Subject: TEAM LEADERSHIP MEETING 09 FEB AGENDA

Agenda attached.

See also the foot of this mail – we will discuss this as item 6

Last meeting

All,

Please see below brief actions from last Friday's leadership team:

1. Transport Scotland OK to first floor space. Stuart to chase.
2. VE paper from Geoff planned for next week important to get focussed buy in from team. All to consider incentives for good ideas/ other VE initiatives.
3. Susan to place a count down notice in the office (days to first dig).
4. Susan to draft letter for Willie to sign to Utilities heads that came to dinner with specific issues.
5. Trudi land issues paper (Network Rail) leverage support from Peter Strachan.
6. Susan to ensure press release reference use of recycled materials for backfill in MUDFA programme.
7. Keith recognises the need to be more plugged into the SDS programme – reference design process.
8. Partial opinion from QC by 13th February (Keith).
9. Tom to action safety tours.
10. Miriam to get Howard to do specific presentation on Info Mgt to key players including SDS/TSS.
11. SDS Improvement plan (in time to inform next DPD):
 - a. Trudi – Prioritisation Work stream plans, next workshop on Tuesday 6th . Paper outlining areas for change to MC.
 - b. Jim – Process work stream, next work shop planned. Paper outlining areas for change to MC.
 - c. Culture change. All: comments to Mike Connelly on strap line and Values in his paper by Wednesday 06 February
 - d. Objectives for project. All: to send MC in top few objectives for project (e.g Keep in £592m budget) – by Wednesday 06 February

Regards

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For more information on Transport Edinburgh go to:
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Did you know Princes Street and other shopping streets will be reborn as trams help to transform our city by creating a more pleasant shopping environment and new opportunities for shopping...on an average Saturday in Strasbourg, the number of shoppers in the city centre rose from 88,000 to 163,000 after the opening of the two tram lines.

Work has been going on to produce a new extranet that will be the definitive and only library of information for the project. I am pleased to report that the system has been set up and is currently being used for the Detailed Design submissions from SDS.

The new system makes tracking, sharing and retrieving information faster, simpler and more reliable.

Information on the old project systems will be moved into an archive on the new system on the 2nd of March. The new system will be 'live' across the project from the 5th of March. Between now and then, training in the new system will be rolled out across the teams, which should enable us to start using the new system as soon as possible.

We are keen to implement the new extranet system as quickly and smoothly as possible and, to this end, there is some work for all of us to do.

As a priority, each workstream should identify the 'mission critical' information they will need to continue working productively. It is appropriate that someone with a full understanding of the workstream and its various dependencies is given this task. The administrator for the team will then assist by ensuring that information is moved onto the new site ready for the changeover.

Guidance notes will be issued to facilitate this process.