
From: Nina Cuckow - TSS
Sent: 02 October 2006 11:56
To: Fiona Duncan
Cc: Mark Bourke
Subject: RE: Functional Reports
Attachments: 2.2 Appendix B - Tram Primary Risk Register.doc; Edinburgh TRAM Project Functional Managers Monthly Progress Report - 021006.doc

Please find attached the above report plus a copy of the primary risk register.

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From: Fiona Duncan
Sent: Wed 27/09/2006 15:30
To: Bob Dawson; Suzanne Waugh; Mark Bourke; Nina Cuckow - TSS; Tom Condie; Tom Hickman - TSS; David Carnegie; Stewart McGarrity; John Pantony - TSS; Silviu Rosu - TSS
Cc: Andie Harper; Frances Hamilton; Hamish Sheppard; Susan Clark
Subject: RE: Functional Reports

The attachment !

From: Fiona Duncan
Sent: 27 September 2006 13:58
To: Bob Dawson; Suzanne Waugh; Mark Bourke; Nina Cuckow - TSS; Tom Condie; Tom Hickman - TSS; David Carnegie; Stewart McGarrity; John Pantony - TSS; Silviu Rosu - TSS
Cc: Andie Harper; Frances Hamilton; Hamish Sheppard; Susan Clark
Subject: Functional Reports

Dear all,

You may be aware that certain Project Managers are required to prepare a Monthly report for the Project Director.

In addition to these reports the Project Director has requested you to prepare an overall "Functional" report on your area of expertise as detailed below. Please note that there the format of the report is set out in the Word attachment appended to this e-mail. Guidance is provided in blue text to assist with the content of each section and to whom each section refers. Please delete this text once you have completed your report.

The deadline for submission of this report to me is Monday the 2nd October at 12 noon (please copy in Dave Carnegie and Hamish Sheppard) to your completed report

	Function Manager Report	Project Title	Comment
1	Bob Dawson	Procurement Overview	Overview of where we are with respect to all procurement activities including deadlines ,both current and future
2	Suzanne Waugh	Comms &	Overview of where we are with respect to this function

		Marketing Overview	
3	Mark Bourke/Nina	Risk	Overview of where we are with respect to all risk, what reviews have been undertaken, what is happening with Arm, what are the tops risks
4	Tom Condie	Health & Safety	In the format recently agreed at TRAM Project Board
5	Tom Hickman	Programme	Summary of Programme plus a detailed programme for review
6	David Carnegie	Cost	Cost /budget/VOWD summary, last revision of same
7	Stewart McGarrity	Tie Resources	Business case development, Budget issues
8	Silviu Rosu	Change Control	Overview of who what and how much, outstanding issue etc
9	John Pantony	Project Cost Estimate	Overview of how much, outstanding issues, caveats exclusions

You will be invited to one specific review meeting with Andie who wishes to be educated on the overall project with respect to your function.

Content and format will be developed as required Standard format will be agreed with the Project Director.

I have spoken to most of you but I could not contact Suzanne, Tom or Stewart before sending out this e-mail. Please can you phone me or invite me to a meeting so I can discuss this request more fully with you.

If any of you have any queries please come and speak to me.

Kind Regards
Fiona