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**Comment:** Harish Sheppard  
Certs 1 to 7 fudged figures to come back to total, cert in storage

**Cell: D51**  
**Comment:** Harish Sheppard  
Gross £3,510,529 Pte 5078  
Fudged figures to come back top correct total, prior year cert in storage

**Cell: E51**  
**Comment:** Harish Sheppard  
Cert 9 Gross £3,956,055 Pte 6357

**Cell: F51**  
**Comment:** Harish Sheppard  
Cert 10 Gross £5,806,019 Pte 6689 Parsons Druckerhoff

**Cell: I51**  
**Comment:** Harish Sheppard  
Cert 11 Gross £7,231,506  
Pte 7047

	A	B	C
1	<b>PROJECT MANAGERS MONTHLY PROJECT REPORT</b>		
2			
3	<b>A</b>	<b>Background and Purpose of Report</b>	
4		This Project Managers Monthly Report is required to meet the tie corporate reporting requirements and reporting cycle to the tie Board, City of Edinburgh Council and Transport Scotland. The information provided in the Project Managers Report will form an	
5			
6	<b>B</b>	<b>Project Managers Responsibility</b>	
7		1 The Designated Project Manager is responsible for the compilation, completion and submission of the Monthly Report	
8		2 The Project Manager is assisted in completing this Monthly Report by His/Her Team and/or information provided by Contractors	
9		3 The Project Manager is required to complete the Monthly Report by 12 noon on the date identified on the tie Project Managers Reporting Calendar	
10		4 The Monthly Report is to be submitted by e-mail to Fiona Duncan (Project Controls), David Carnegy (Cost Reporting) and Hamish Sheppard	
11		5 The Project Manager is required to attend the Project Directors Review Meeting as identified on the tie Project Managers Reporting Calendar provided	
12		The Project Directors review is required to review the following :	
13		a - the robustness of the information in the report	
14		b - progress - Actual versus Forecast	
15		c - any financial issues raised	
16		d - any risk issues raised	
17		e - and understand any significant issues and mitigation actions taken/to be taken or assistance required by the PM	
18			
19	<b>C</b>	<b>OUTLINE GUIDE FOR COMPLETION OF MONTLY PROGRESS REPORT</b>	
20		General note - please complete all fields that are highlighted in yellow. When you highlight an individual yellow box that requires information relevant to your project a pop up box is visible and the text contained therein gives a reminder of the conte	
21		The text boxes highlighted in yellow where information is typed in, are composed of merged cells. In order to split narrative in these merged "cells" into paragraphs or bullet point different items press "Alt" then "Enter" and the cursor will return to th	
22		Information can be positive (Good news) or negative (not so good news) or both	
23		<b>PROJECT DETAILS</b> - complete all fields as requested in Yellow. In box designated as "Project Scope" provide a high level description of this e.g. what has to be done, asset types involved, geographical boundaries etc.	
24		<b>PROJECT EXPENDITURE (£k)</b> - Provide figures as requested in the "pop-up" boxes in relation to costs	
25		<b>EXECUTIVE SUMMARY</b> -	
26		<b>1.0 Financial Performance:</b> - Provide a brief summary of overall financial performance, which will highlight if project is operating within Authority or Budget and if not why not.	
27		<b>2.0 Project Performance:</b> - Summary of overall performance to reflect on project deliverables or activities that were programmed or planned for the month. This could be reflective of performance with internal activities or the performance of sub contractor	
28		<b>3.0 Milestone Status:</b> - Performance against project specific milestones	
29		<b>4.0 Risk &amp; Opportunities:</b> - Provide a brief summary of your Monthly risk review including any impacted risks, progress on mitigations plans/actions	
30		<i>Detail top 5 "Project Specific Risks" - in detail provide top five risks from ARM, by financial impact and probability of occurrence</i>	
31		<i>Detail top 5 "Project Specific Opportunities" - Project Opportunities for improving costs, programme, delivery output and benefits should be summarised from data contained within the ARM database</i>	
32		<b>5.0 Quality:</b> - Comment on areas of poor quality including materials, documents, suppliers and workmanship. Detail concerns and highlight remedial actions, identify in particular where supplier would/should not be used again with reasons.	
33		<b>6.0 Safety:</b> - Provide a summary of the main safety related issues that have occurred in the month or period, provide a safety overview of the project that should reflect the safety related reportable project data as dictated by the tie H & S manager.	



	A	B	C
34			<b>7.0 Key Issues and Concerns:</b> - PM to provide information that is relevant to the project and or that he or she believes should be reported which is not covered in categories 1 to 6 above.
35			<b>Change Control</b> - complete all fields as requested in Yellow. Ensure that the "Number of Changes in System" plus "Number of unapproved changes in the system" equal the "Total Changes Requested to Date"
36			<b>Project Manager</b> - Insert Project Managers name and insert completion date

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
1	Project ID	Project title	BUDGET			AFC to 31/12/06					VOWD in Month			Forecast Spend						Comments		
2			£ Budget to 31/12/06	£ Budget to 31/03/07	£ Budget Cumulative to date	AFC @ Baseline to 31/12/06	AFC to 31/03/06	AFC Previous Month	AFC Current Month	Variance (Current AFC v AFC Previous Mth)	VOWD in Month actual cost + forecast to month end	VOWD to date	VOWD Forecast last Month	Variance VOWD in period less Forecast for period	Forecast to 31/12/06	Variance Forecast to 31/12/06 less Budget Dec 05/06	Forecast to Dec 31/03/06	Forecast to 31/03/07	Forecast Future Years	Total AFC = VOWD + Forecasts		
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1	<b>Project Management</b>		<b>Design</b>	<b>Third Party Consultants &amp; Advisors (Not inc in PM)</b>	<b>Implementation</b>	<b>Contingency</b>
2	Project Management Services		Engineering Design	Cost Management	<b>for project type - MUDFA</b>	
3	To include:		Design (others)	Health & Safety	Utilities - Enabling Works	
4	Senior Project Manager		Engineering Approval	Engineering services	Telecoms Installation	
5	Project Manager		System Integration	Legal Support	Power Network/Grid (HV)	
6	Assistant Project Manager		<b>for project type - MUDFA</b>	Technical Support	Power (LV)	
7	for project type - To be defined		Definition of Scope		Delivery to site	
8	Project Management Design		Design/Engineering		<b>for project type - TRAMCO+INFRACO</b>	
9	Project Management Design Approvals		Design Acceptance		Enabling Works	
10	Project Management Construction		<b>for project type - TRAMCO</b>		Track - Power / M&E	
11	Project Management Handover		Definition of Scope		Track Installation (Sleeper/Rail)	
12	Professional Services		Specification		Track Formation and Drainage	
13	To include:		Prototyping/Design development		Track - Switch & Crossings Renewals	
14	Planner		Engineering/Design		Earthworks	
15	Cost Control/Accounts		Design Acceptance		Premises - Ticket Hall & Accommodation	
16	Document Control		<b>for project type - INFRACO</b>		Premises - Platform Areas & Canopies	
17	Procurement Agent		Definition of Scope		PA	
18	Safety & Quality		Specification		CCTV	
19	Programme Manager		Prototyping/Design development		Ticketing systems	
20	Project development		Engineering/Design		Revenue protection	
21	Business Services		Design Acceptance		Train Information	
22	To include:				Site prelims	
23	Project Support				OHP Fee	
24	Administration Support				Testing & Commissioning	
25	Human Resources				Sub-System Testing	
26	Public Relations				Integration Testing	
27	Site Management				System Commissioning	
28	Safety & Environmental				Phased/ Migration Testing	
29	Quality Assurance				Operational System (Interim Support)	
30	Site Supervision				Asset maintenance (Interim Support)	
31					Signals Functional Testing	
32					Procedures/Training	
33					System Commissioning	

	A	B	C	D	E	F
1	<b>Project Management</b>		<b>Design</b>	<b>Third Party Consultants &amp; Advisors (Not inc in PM)</b>	<b>Implementation</b>	<b>Contingency</b>
34					<i>Integrated Commissioning</i>	
35					<i>for project type - Rolling stock</i>	
36					<i>Factory Acceptance Testing</i>	
37					<i>Procedures/Training</i>	
38					<i>Field Dynamic Testing</i>	
39					<i>Integration</i>	
40					<i>Commissioning</i>	
41					<i>Service Acceptance</i>	
42					<i>Storage</i>	
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	A	B	C	D	E
1					
2		<b>RULES GOVERNING FLAG COLOURS OF PPR EXECUTIVE SUMMARY</b>			
3					
4		<b>Version 1</b>			
5			<b>RED</b>	<b>AMBER</b>	<b>GREEN</b>
6		Financial Performance	AFC > Authority	AFC = Authority*	AFC < Authority
7		Project Performance	Project late or over Authority and beyond PM's ability to recover**	Project late or over Authority but within PM's ability to recover	Project on schedule, within Authority and within PM's control
8		Milestone Status	<u>Any</u> Baseline Milestone contains negative float	<u>Any</u> Baseline Milestone contains 0 days float	All Baseline Milestones contain float (greater than 0 days)
9		Quality	Quality problem exists. Impact on safety <b>or</b> PM needs help to resolve.	Quality problem exists. No impact on safety <b>and</b> under the PM's control.	No quality issues need to be highlighted at this time.
10					
11		Note * - If AFC is set to equal Authority prior to project completion then status will be Amber.			
12		Note ** - Project Manager requires additional support from senior management to recover			
13					
14					
15		<b>Additional Flags</b>			
16		↑	Performance Improving		
17		↓	Performance Degrading		
18		←	Performance Steady		
19			(irrespective of whether colour changed in the period)		
20					
21					
22					