



Greater Bristol Bus Network

Annex D

Draft Stage Plan Template

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1	First Draft	DW	AC	AC		
		Originated	Checked	Reviewed	Authorised	Date
Revision	Purpose Description	ATKINS				



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D.1. STAGE DETAILS

Project Manager(s):	A N Other
Authority:	e.g. Bath and North East Somerset; Bristol City Council; North Somerset Council; South Gloucestershire Council (delete as appropriate)
Stage (Financial Year):	2007/08; 2008/2009; 2009/2010; 2010/2011; 2011/2012 (delete as appropriate)

STAGE PLAN OUTLINE

D.1.1 This Stage Plan submitted to the Independent Programme Director covers the work that will be conducted in the next stage of the GBBN implementation (insert financial year). This report outlines how each factor will be managed and implemented to ensure that the GBBN is delivered on time and on budget within the financial year.

CURRENT QUARTERLY PROGRESS REPORT RATING (RAG)

- ◆ Summary of Red/Amber/Green Status.
- ◆ Issues identified
- ◆ Current Exception Reports
- ◆ How this Stage Plan will address issue and bring work package back on track

PLANNED ACTIVITIES

D.1.2 The following Task Orders are to be actioned within the forthcoming financial year:

Table D.1 - Task Orders Covered in Stage Plan

Task Order	Type: Bus Stop/ Bus Priority	Scheme Description	Start Date	End Date	Current Spend	% Complete	Revision No.
Preparation							
3003	Bus Priority	B3340 Locking Road Signals	October 2007				
3004	Bus Priority	M5 J21 Westbound Approach	October 2007				
3008	Bus Priority	St Georges Hill/ Portbury High Street HOV Lane	March 2008				
3010	Bus Priority	A369 Bridge Road Signals	October 2007				
Construction							
3003	Bus Priority	B3340 Locking Road Signals	Feb/March 08				



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<i>Project Completion</i>							
		<i>NONE IN THIS STAGE</i>					

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D.2. The Planned Approach

D.2.1 The approach to this Stage Plan incorporates the following sections to ensure that each sub project is completed within the constraints of the GBBN timeframe and budget. Therefore the plan includes:

- ◆ Deviations from planned activities;
- ◆ Resources and Procurement;
- ◆ Review of Risks; and
- ◆ Exception Plans.

Deviations from Planned Activities

D.2.2 In line with the Programme Handbook all requests for change will need formal reporting and approval. Table D.2 should be completed as a summary of proposed changes for the next 12 month period. For each of the items listed in the table it is expected that a complete GBBN Request for Change form will have been completed.

D.2.3 This section of the Stage Plan will allow partners to bring forward plan requests for change for the next 12 month period.



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Table D.2 – Summary of Requests for Change

Task Order	Version Number	Date of Request	Current Start Date	Proposed Start Date	Current End Date	Proposed End Date	Current Budget	Proposed Budget	Authorisation Required	Status (Open/closed)
3003										



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- D.2.4 Financial and timescale changes can be made using the GBBN Change Request Form set out in Annex M of the handbook. The remainder of this section outlines the tolerances that can be changed at each level of the GBBN structure during the forthcoming stage.
- D.2.5 In this section the project manager will summarise any Exception Reports (awaiting approval) and progress against any approved Exception Plans.
- D.2.6 It will summarise any further Exception Reports that are required as a consequence of the information within this report.

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D.3. RESOURCES AND PROCUREMENT

PROCUREMENT

D.3.1 The following resources will be required in the following stage (enter dates or stage no.). A table breaking down both the resources required and the procurement process will be included in this section for each task order.

Table D.3 – Procurement Activities for Stage

Task Order	Procurement Route	Start Date	End Date	Tender Stage	CDM		Contractor	
					Appointed	Date	Yes/No	Date
<i>Insert No</i>	<i>Schedule of Rates (s)</i>			<i>Pending (p)</i>	<i>Yes/No</i>	<i>Date</i>	<i>Yes/No</i>	<i>Date</i>
	<i>Call off contract (C)</i>			<i>Advertised (Ad)</i>	<i>N/A</i>		<i>N/A</i>	
	<i>Tendering (T)</i>			<i>Appointed (Ap)</i>				



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RESOURCES

D.3.2 In line with the resource plan this section should set out the client resources required for the following areas

- ◆ Minor Works;
- ◆ Major Works;
- ◆ Bus Stops; and
- ◆ RTPi.

D.3.3 WEPO will be required to report on resources for evaluation, consultation and marketing.



D.4. Review of Risks

D.4.1 This section will set out the activities planned in the stage to reduce the risks owned by relevant GBBN partner.

Table D.4 – Risked Owned by (INSERT GBBN Partner Name)

Risk No	Category	Date Identified	Description	Proximity	Update – to likelihood, mitigation, risk (decrease/increase), other factors	Status



BATH & NORTH EAST SOMERSET



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D.5. Exception Reports and Plans

- D.5.1 In this section the project manager will summarise any Exception Reports (awaiting approval) and progress against any approved Exception Plans.
- D.5.2 This section will also flag up Exception Reports required as a consequence of the information within this report.
- D.5.3 The section should included agree timetables for rectifying Exceptions.