



# Greater Bristol Bus Network

## Annex I

### Weekly Progress Report Template

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1	Final Draft	DW	AC	AC	AC	20/03/07
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Revision	Purpose Description	<b>ATKINS</b>				



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## I.1. Work Package Overview

I.1.1 *In this section the IPD will record the general overview of each progress meeting.*

## I.2. Current Progress Against Planned

I.2.1 IPD will use the Task Order Tracker to review progress of all tasks assigned to each partner. Table I-1 will be reviewed in detail. Issues or requests for change will be documented in more detail in sections three, four and five of the weekly report.



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**Table I-1 – Summary of Progress by Task**

Task No	Type	Description	Planned Start Date	Planned End Date	Current Spend	% Complete	Comment
3003	Bus Priority	<i>Text</i>	<i>Text</i>	<i>Text</i>	<i>Text</i>	%	<i>text</i>



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## I.3. Procurement Activities

- I.3.1 In this section the IPD and Project Manager will review the procurement status of each scheme element in Table I-1.
- I.3.2 This includes review of formal procurement activities as set out in Chapter 6 of the Full Approval MSBC and also the appointed CDM and contractors for the scheme elements to be let under schedule of rates contracts.

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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## I.4. Review of Issues

- I.4.1 Here the IPD will record of discussion of any Work Packages issues recorded in Table I-2, Weekly Log, for each GBBN Partner. In reviewing the issues the IPD will be seeking to resolve as many as possible with Project Managers. Issues will be closed once resolved or when escalated up to the GBBN Programme Board via an Exception Report or Request for Change.
- I.4.2 This section of the Weekly Report will provide succinct commentary of key issues, focussing on those that are new or have changed.

**Table I-2 - Weekly Log for XXX GBBN Partner**

No	Date Identified	Date Updated	Owner	Issue	Comment	Status



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## I.5. Review of Risks

- I.5.1 In this section the IPD will formally review all the risks for which the Project Manager is responsible, or for those which others within their organisation are the risk owner.
- I.5.2 The Weekly Report will be the mechanism for updating on progress. To minimise paperwork for the GBBN Programme Board Changes to risks will be reported on a quarterly basis (following completion of quarterly report) to the next GBBN Programme Board meeting. The weekly meeting will also be the mechanism for capturing new risks.
- I.5.3 If any significant risks (change to existing or new) are identified then these will be escalated to the IPD, SRO and Programme Board as considered necessary.

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



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## I.6. Change to a Partner’s Work Package

- I.6.1 In this section IPD will review with Project Managers progress on requests made (in terms of authorisation, exception reports, rejections).
- I.6.2 This section of the report will be used to capture any further requests for change linked to information contained in Table I-1 and Table I-2.
- I.6.3 The updated register of partner requests for Change will be made to Table I-3. For each item listed in Table I-3 the GBBN Request for Change Form must have been completed and submitted to the IPD.

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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## REQUESTS FROM CHANGES THAT EXCEED AUTHORISATIONS

- I.6.4 If, at any time, a programme partner wishes to transfer funding between tasks outside of the delegations set out in the Programme Handbook it will require an Exception Report to be prepared by the IPD in conjunction with the relevant project manager.
- I.6.5 This section should set out details of any proposed changes.

## REQUEST FOR ADDITIONAL FUNDING FROM GBBN CHANGE BUDGET

- I.6.6 This section of the weekly report will be used to set out any proposed requests for funding from the GBBN Change budget.
- I.6.7 To instigate a request for additional funding a Programme Issue will need to have been raised with the IPD. The IPD will assess the issue with the SRO and, where appropriate, the IPD will be instructed to prepare an Exception Report in conjunction with the relevant project manager. The authority required to approve the additional resources depends on the amount of funding requested in line with the delegations set out in the Programme Handbook.

## CHANGES TO TASK ORDERS

- I.6.8 This section will set out any proposed changes to task orders. In line with the Programme Handbook these will be categorised as 'minor' and 'major' changes.
- I.6.9 Minor changes will be signed off at the next Programme Board. Any Major Changes will require an Exception Report to be prepared and submitted to the IPD.

## MAJOR CHANGE

- I.6.10 This section will summarise any issues that have arisen that constitute a major change. These issues will then be dealt with in line with the procedures set out in the Programme Handbook.

## I.7. Key Actions

- I.7.1 The Weekly Report will conclude the key actions agreed at the meeting. All the key actions should be listed in the Weekly Log – this section will just summarise the key actions that need to be undertaken in the next seven days prior to the next weekly meeting.



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- I.7.2 It will also summarise the issues that are to be raised with the SRO and Programme Board.