

Product No: M1 **Version No:** 0.1

- 1. Title:** Project Brief

- 2. Purpose:** To set out the case for the Charging Efficiency Project in terms of purpose, scope, business justification and delivery arrangements, and thereby provide the basis on which the Project Board can determine whether to proceed to project initiation.

- 3. Composition:**
 - Project title
 - Background
 - Objectives
 - Scope & Boundaries
 - Management Arrangements
 - Constraints
 - Assumptions
 - Outline Deliverables
 - Interfaces
 - Outline Business Case
 - Quality
 - Acceptance Criteria
 - Risks
 - Outline Plan

- 4. Derivation:**
 - Draft terms of reference

- 5. Quality Criteria:**
 - Does the brief meet the relevant criteria set out in PRINCE 2 ?
 - Is the information provided in the brief sufficiently comprehensive and clear to enable the Project Board on whether to approve project start-up ?

- 6. Quality Method:**
 - Informal Quality Review by Team Members
 - Acceptance by PB on 11 September 2002

Product No: M2 **Version No:** 0.1

- 1. Title:** Project Initiation Document

- 2. Purpose:** To define the Charging Efficiency Project, and form the basis for its management and assessment of its overall success

- 3. Composition:**
 - Project Title
 - Purpose (of PID)
 - Background
 - Project Definition:
 - Objectives
 - Scope
 - Method
 - Deliverables
 - Exclusions
 - Constraints
 - Interfaces
 - Assumptions
 - Initial Business Case
 - Project Organisation
 - Communications Plan
 - Quality Plan
 - Initial Project Plan
 - Project Controls
 - Exception Process
 - Initial Risk Log
 - Contingency Plans

- 4. Derivation:**
 - Project Brief [Product M1]
 - Discussion at PB on 11 September 2002

- 5. Quality Criteria:**
 - Does the PID meet the relevant criteria set out in PRINCE 2 ?
 - Does it show a viable, achievable project in line with Project Board expectations ?

- 6. Quality Method:**
 - Quality Review by Project Team
 - Acceptance by Project Board members.

Product No: M3 **Version No:** 0.1

- 1. Title:** Highlight Reports
- 2. Purpose:** To provide the Project Board with a summary of the project status and alert the Board to any potential problems, at monthly intervals.
- 3. Composition:**
 - Date
 - Period covered
 - Budget status
 - Schedule status
 - Products completed during period
 - Problems actual/potential
 - Products due for completion
 - Project risk status
 - Status of plan:
 - Impact of changes on budget & schedule
- 4. Derivation:**
 - Project Plans
 - Progress & resource usage data
 - Risk Log
- 5. Quality Criteria:**
 - Does the report accurately reflect resource & progress data provided by Project Team ?
 - Are all known problem areas summarised
 - Is risk log up to date ?
- 6. Quality Method:**
 - Assessment by Project Board.

Product No: M4 **Version No:** 0.1

- 1. Title:** End of Project Report

- 2. Purpose:**
 - To report to the Project Board on how well the Charging Efficiency Project performed against its Project Initiation Document, including the original planned resource requirements, timescale and tolerances, the Business Case, and the final version of the project plan.
 - To pass on any lessons learned which can be usefully applied to other projects.

- 3. Composition:**
 - Achievement of the project's objectives
 - Performance against the planned target time, and resource estimates
 - Effect of any approved changes to plans
 - What management & quality processes went well/went badly/were lacking
 - Any abnormal events that caused deviations
 - Effectiveness of quality controls [Quality Reviews]
 - Any recommendations for future enhancement/modification of project management method.

- 4. Derivation:**
 - Project Initiation Document/Project Plan [Product M2]
 - Actual performance [timescale & resources]
 - Project Issues
 - Quality Log
 - Observation & experience of the processes

- 5. Quality Criteria:**
 - Does the report meet the criteria set out in PRINCE 2?

- 6. Quality Method:**
 - Quality Review by Project Team
 - Acceptance by Project Board

Product No: B1 **Version No:** 0.1

- 1. Title:** Communications Plan

- 2. Purpose:** To define the Charging Efficiency Project's strategy and planned activities for ensuring that HSE staff and other interested parties understand why the project is being undertaken and how it is being done, and keeping them up to date with progress and outcomes.

- 3. Composition:**
 - Introduction
 - Purpose
 - Elements of the strategy
 - Media
 - Responsibilities
 - Activities
 - Activity schedule

- 4. Derivation:**
 - Project Initiation document
 - Communications plans for other similar projects
 - Highlight reports and PB minutes

- 5. Quality Criteria:**
 - Does the plan identify all appropriate means of communication ?
 - Does it provides a means for information to reach all parties ?
 - Is the activity schedule designed to ensure that information on decisions/developments reaches audience in timely fashion ?

- 6. Quality Method:**
 - Informal quality review by Project Team & Project Board members

Product No: B2 **Version No:** 0.1

- 1. Title:** Questionnaire
- 2. Purpose:** To support the information gathering phase of the project by:
 - enabling Project Team members to elicit relevant data in relation to the cost recovery schemes under investigation and chosen comparators;
 - ensuring that the data is gathered in a structured, consistent fashion
- 3. Composition:**
 - Title
 - Purpose
 - Questions (categorised under main interest area headings)
 - Guidance notes
- 4. Derivation:**
 - Project Team discussion
 - Advice from consultant
- 5. Quality Criteria:**
 - Is the questionnaire as short and simple as possible?
 - Is its purpose clear ?
 - Are the questions easy to understand, in a logical sequence and in language relevant to the targeted respondent?
 - Are the questions designed to extract the relevant/required information from respondents ?
 - Are any associated guidance notes brief and easy to follow?
- 6. Quality Method:** Quality Review by Project Team members and Consultant

Product No: B3 **Version No:** 0.1

- 1. Title:** Report for Project Board on current requirements/arrangements, and areas identified for further investigation/potential change

- 2. Purpose:**
 - To summarise and compare for each investigated cost recovery/charging regime:
 - the relevant financial/accounting rules & constraints
 - the cost components and their relative contributions
 - how the charges are calculated
 - how the chargeable activity is organised & delivered
 - how the overheads are organised and delivered
 - To document those aspects of the HSE cost recovery schemes which appear to offer potential for efficiency improvements/cost reduction, based on analysis of this information.
 - To seek Project Board approval to proceed with further investigation and development of recommendations for change.

- 3. Composition:**
 - Management summary
 - Background:
 - purpose
 - how the information was gathered/assembled
 - Summary analysis of HSE schemes and comparators, and conclusions
 - Areas for potential efficiency improvement/cost reduction
 - Proposed next steps
 - Request for authority to proceed

- 4. Derivation:**
 - Project Brief (M1)
 - Project Initiation Document (M2)
 - Completed Questionnaires (B2)
 - Data analysis by Project Team

- 5. Quality Criteria:**
 - Is the report based on a clear, comprehensive and consistent analysis of the gathered data ?
 - Does it accurately reflect the relevant detail of each investigated scheme ?
 - Do the conclusions/recommendations provide a sound basis for the Project Board to endorse further action ?

- 6. Quality Method:**
 - Quality review by Project Team and main data sources
 - Acceptance by Project Board

Product No: B4 **Version No:** 0.1

- 1. Title:** Final Report/Recommendations to Project and Executive Boards

- 2. Purpose:** To summarise the project and its conclusions; and to set out for endorsement by the Project and Executive Boards, proposals for change to increase efficiency/reduce costs of HSE cost recovery regimes together and arrangements for implementation of the proposed changes..

- 3. Composition:**
 - Management summary
 - Background:
 - Purpose
 - Details of project and how the work was carried out
 - Summary of key points of data gathered and conclusions
 - Detail of recommended changes (including costs and benefits)
 - Summary of recommendations
 - Request for approval
 - Covering paper for Executive Board

- 4. Derivation:**
 - Project Brief (M1)and Project Initiation Document (M2)
 - Report on current requirements/arrangements etc. (B3)
 - Project Team analysis and development of recommendations
 - Standards for Executive Board papers

- 5. Quality Criteria:**
 - Does the report provide a clear and concise summary of the project, its conclusions and recommendations ?
 - Are the recommendations soundly-based in terms of achievable, justified business improvements ?
 - Does the report state clearly and concisely what the Project & Executive Boards are being asked to endorse ?

- 6. Quality Method:**
 - Quality review by Project Team
 - Acceptance by Project Board

Product No: B5 **Version No:** 0.1

- 1. Title:** Implementation Proposals
- 2. Purpose:** To set out for agreement by the Project and Executive Boards, arrangements for implementation of the changes recommended in Product B4
- 3. Composition:**
 - Summary of recommended changes
 - Proposed arrangements for implementing each change, covering:
 - Area of activity affected
 - Implementation method
 - Responsibilities
 - Resources
 - Timescale
 - Method of measuring benefits
 - Responsibilities and arrangements for Post Implementation Review
- 4. Derivation:**
 - Final report & recommendations (B4)
- 5. Quality Criteria:**
 - Do the proposals provide a comprehensive plan for implementing all recommended changes ?
 - Are the proposals practicable, fit for purpose, affordable ?
 - Are effective means proposed for measuring all anticipated benefits ?
- 6. Quality Method:**
 - Quality review by Project Team
 - Acceptance by Project Board