

To: Jane Moorhouse[Jane.Moorhouse@ofgem.gov.uk]; Mary Smith[Mary.Smith@ofgem.gov.uk]; Peter Rice[Peter.Rice@ofgem.gov.uk]; Ashley Malster[Ashley.Malster@ofgem.gov.uk]; Luke Hargreaves[Luke.Hargreaves@ofgem.gov.uk]; Keith Duncan[Keith.Duncan@ofgem.gov.uk]; Laura Missingham[Laura.Missingham@ofgem.gov.uk]; Richard Bellingham[Richard.Bellingham@ofgem.gov.uk]; Jacqueline Balian[Jacqueline.Balian@ofgem.gov.uk]; Lindsay Goater[Lindsay.Goater@ofgem.gov.uk]; Juliet Little[Juliet.Little@ofgem.gov.uk]; Sam Goodall[Sam.Goodall@ofgem.gov.uk]; Claudine Edwards[Claudine.Edwards@ofgem.gov.uk]; Rita Chohan[Rita.Chohan@ofgem.gov.uk]; Luis Castro[Luis.Castro@ofgem.gov.uk]
Required Attendees: Jane Moorhouse; Mary Smith; Peter Rice; Ashley Malster; Luke Hargreaves; Keith Duncan; Laura Missingham; Richard Bellingham; Jacqueline Balian; Lindsay Goater; Juliet Little; Sam Goodall; Claudine Edwards; Rita Chohan; Luis Castro
Optional Attendees: Reny Oommen; Andy Luckhurst; Adam Tackley; Olivia Cooper; Elizabeth Agbovi; Bob Thomas; Matthew Harnack; Charles Hargreaves; Sajith Sasikumar; Silvester Aina
Location: Conference Room 1
Importance: Normal
Subject: IT Programme And Project Reports
Start Date/Time: 2012-08-30T08:00:00Z
End Date/Time: 2012-08-30T09:00:00Z
Recurrence Pattern: None

When: 30 August 2012 09:00-10:00 (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London.

Where: Conference Room 1

~~*~*~*~*~*~*~*~*

Hi All,

Please refer to my email from earlier today, which I have pasted in below for convenience.

Regards,

Richard

From: Richard Kayan
Sent: Thursday, August 23, 2012 08:29 AM
To: Jane Moorhouse; Mary Smith; Peter Rice; Ashley Malster; Luke Hargreaves; Keith Duncan; Laura Missingham; Richard Bellingham; Jacqueline Balian; Lindsay Goater; Juliet Little; Sam Goodall; Claudine Edwards; Rita Chohan; Luis Castro
Cc: Reny Oommen; Richard Bellingham; Jacqueline Balian; Matthew Harnack; Charles Hargreaves; Robert Hull; Milton James; Elizabeth Agbovi; Andy Luckhurst; Adam Tackley; Olivia Cooper; Stuart Cook; Bob Thomas
Subject: Re: Protect Management: Re: IT Weekly Reports- 05/08/12

Hi All,

As you are aware, we have recently started to share our internal IT Programme and Project Management reports with you all (Initial Emails below this one), including the following:

1. Highlight Reports
2. Detailed Actuals vs Estimates and Forecast Out turn Reports
3. Project Plans
4. Timesheet Extracts
5. IT Programme Plan

Hopefully you are finding the information useful so far.

Given the complexity of some of the information provided, I will arrange a brief 1 hour training session next week, so that the IT Project Managers and I can take you through the reports that are provided, and answer any questions you may have, including the following areas:

1. Explain what the various figures, costs, and indicators mean.
2. Discuss any feedback you have on the reports.
3. Discuss any ideas for improvements or additions to the reports that you would potentially find useful.

We can then follow up with an additional session if required.

In the meantime, please let me know if you require any further clarification or information. Happy to have individual discussions.

Regards,

Richard
Sent from my Blackberry device

From: Richard Kayan
Sent: Tuesday, August 14, 2012 08:00 AM
To: Elizabeth Agbovi
Cc: Jane Moorhouse; Mary Smith; Peter Rice; Ashley Malster; Luke Hargreaves; Keith Duncan; Laura Missingham; Richard Bellingham; Jacqueline Balian; Lindsay Goater; Matthew Harnack; Charles Hargreaves; Robert Hull; Milton James; Luis Castro
Subject: Protect Management: Re: IT Weekly Reports- 05/08/12

Hi Elizabeth,

Can you please also start to copy the following additional people in the circulation of these weekly reports:

1. Jane Moorhouse
2. Mary Smith
3. Peter Rice
4. Ashley Malster
5. Luke Hargreaves
6. Keith Duncan
7. Laura Missingham
8. Richard Bellingham
9. Jacqueline Balian
10. Lindsay Goater

All - These reports will give you full visibility into the IT expenditure on projects and support (Including actuals vs estimates at the Use Case level), as well as progress on projects. You can see last week's reports in the links in the email below. Please let me know if you would like any clarification or information on any of these reports, or if there are any potential improvements you would like to suggest (We will do our best to accommodate where possible).

Matthew, Charles - Please let me know if you would like any other people from your areas to receive these weekly reports.

Many thanks,

Richard
Sent from my Blackberry device

From: Elizabeth Agbovi
Sent: Friday, August 10, 2012 04:57 PM
To: Selma Ismael; Richard Kayan; Milton James; Dorothy Oti-Amankwah; Vikas Tandon; Jamie Phillips; Andrew Amato; Matthew Harnack; Luis Castro; Charles Hargreaves
Cc: Rowan MacAuslan; Adam Tackley; Andy Luckhurst; Olivia Cooper; Reny Oommen
Subject: IT Weekly Reports- 05/08/12

Hi All,

See below links to the IT Weekly Project Reports which are up to date to last week - **05/08/12**:

This consists of:

- **Weekly Report - 05/08/12**

Received from OFGEM on 11.05.2017
Annotated by RHI Inquiry

http://sharepoint/Ops/IT/IT_Lib/Strategy_and_Management/Project_Management/Timesheet%20Extracts/2012/05/2012-05-20-Project_Weekly_Snapshot.xlsx

- **IT Weekly Project Plan**

RO Amendment 2013

http://sharepoint/Ops/IT/IT_Lib/Apps/MS_Server/RO%20Amendments%202013/Project_Management/Plans/Plan%20Extract/RO%20PP_10Aug.gif

FIT Tariff Self Service Changes

Project Scheduled currently being revised

ECO Implementation Plan

http://sharepoint/Ops/IT/IT_Lib/Apps/MS_Server/ECO/Project%20Management/Plans/2012-08-09%20ECO%20Implementation%20plan.gif

RHI NI Plan

http://sharepoint/Ops/IT/IT_Lib/Apps/MS_Server/NI%20RHI/Project%20Management/Plans/RHI%20NI%20Vision%20Project%20Plan.xlsx

RHI Phase 2- Project Feasibility Plan

http://sharepoint/Ops/IT/IT_Lib/Apps/MS_Server/RHI%20Phase%202%20and%203/Project%20Management/Project%20Schedules/RHI%20Phase%202%20and%203%20feasibility%20project%20plan_Draft.xlsx

- **Actual V Estimates- Figures up to date - 05/08/12**

RHI Phase 2

http://sharepoint/Ops/IT/IT_Lib/Apps/MS_Server/RHI%20Phase%202%20and%203/Resource%20and%20Budget/Actuals%20v%20Estimates/RHI%20Phase%202-%20Actuals%20v%20Estimates.xlsx

RHI NI

http://sharepoint/Ops/IT/IT_Lib/Apps/MS_Server/RHI%20NI/Resource%20and%20Costing/RHI%20NI-%20Actuals%20v%20Estimates.xlsx

FIT Tariff Self Service

http://sharepoint/Ops/IT/IT_Lib/Apps/MS_Server/FIT%20Tariffs%20Self-Service/Resource%20and%20Costing/Actual%20V%20Estimate%20Tracking/FIT-%20SELF%20SERVICE%20TARRIF%20CHANGES-%20Actuals%20v%20Estimates.xlsx

ECO Implementation

http://sharepoint/Ops/IT/IT_Lib/Apps/MS_Server/ECO/Project%20Management/Resource%20and%20Costing/ECO%20Implementation%20-%20Actuals%20v%20Estimates.xlsx

RO V1.0 Automation Testing

[http://sharepoint/Ops/IT/IT_Lib/Apps/MS_Server/RO%20Auto%20V1.0%20\(TEST%20AUTOMATION\)/Resource%20and%20Costing/RO%20V1.0%20Actuals%20v%20Estimates.xlsx](http://sharepoint/Ops/IT/IT_Lib/Apps/MS_Server/RO%20Auto%20V1.0%20(TEST%20AUTOMATION)/Resource%20and%20Costing/RO%20V1.0%20Actuals%20v%20Estimates.xlsx)

Please let me know if you require any further clarifications

Regards,

Elizabeth