

**To:** Richard Kayan[Richard.Kayan@ofgem.gov.uk]  
**Cc:** Jacqueline Balian[Jacqueline.Balian@ofgem.gov.uk]; Juliet Little[Juliet.Little@ofgem.gov.uk]; Luis Castro[Luis.Castro@ofgem.gov.uk]  
**From:** Lindsay Goater  
**Sent:** 2012-08-30T09:32:59Z  
**Importance:** Normal  
**Subject:** RE: IT Programme And Project Reports  
**Received:** 2012-08-30T09:33:02Z

Hi Richard,

You will see my response in that same email - this is about RHI Ops, so Jacqueline, not Luis

Juliet was commenting on Devt, not Ops - it has no bearing on my request

We have a dedicated resource - Cheryl - she needs to be in the loop

I would be grateful if this can be arranged?

Lindsay

**Lindsay Goater**

Senior Manager Generation, RHI  
New Scheme Development  
9 Millbank  
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SW1P 3GE  
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**Have you read the following documents which will assist you in submitting a properly made and high quality RHI application:** The Renewable Heat Incentive Application Process - An Overview and Key Guidance: [Applicant Guidance Note 3](#); Ofgem E-Serve's Guide to the RHI Application Form: [Applicant Guidance Note 2](#). Further supporting information can be found on Ofgem's [How to Apply for Accreditation](#) webpage.

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**From:** Richard Kayan  
**Sent:** 30 August 2012 10:26  
**To:** Lindsay Goater  
**Cc:** Jacqueline Balian; Juliet Little; Luis Castro  
**Subject:** RE: IT Programme And Project Reports

Lindsay,

If you remember, I believe we left this at Juliet's last email on this (Attached), as I do not believe there was any further input from anyone following Juliet's last response.

If the position has changed since then, I am happy to discuss and factor in any amendments, but I am mindful of Luis's point regarding the number of people being copied in getting unwieldy.

Regards,

Richard

**Richard Kayan**

Head of Business Applications  
Information Management and Technology

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<< OLE Object: Picture (Device Independent Bitmap) >>  
<< Message: RE: Protect Management: Re: IT Weekly Reports- 05/08/12 >>

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**From:** Lindsay Goater  
**Sent:** 30 August 2012 10:21  
**To:** Cheryl Fox; Richard Kayan  
**Cc:** Jacqueline Balian  
**Subject:** RE: IT Programme And Project Reports

Hi Richard,

As previously noted, I have no time at present to look at all this information, and in fact we have a dedicated resource for just such work - Cheryl

I would be grateful if you could ensure she gets all the information regularly, and the training missed today.

Many thanks,

Lindsay

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**From:** Cheryl Fox  
**Sent:** 30 August 2012 10:14  
**To:** Lindsay Goater  
**Cc:** Richard Kayan; Jacqueline Balian  
**Subject:** RE: IT Programme And Project Reports

Hi Lindsay,

No I did not get an invite to this meeting.

Cheryl

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**From:** Lindsay Goater  
**Sent:** 30 August 2012 10:04  
**To:** Cheryl Fox  
**Cc:** Richard Kayan; Jacqueline Balian  
**Subject:** RE: IT Programme And Project Reports

Hi Cheryl,

Did you get the info, and an invite to this meeting, as per the attached?

Thx  
Lindsay  
<< Message: RE: Protect Management: Re: IT Weekly Reports- 05/08/12 >>  
-----Original Appointment-----

**From:** Richard Kayan  
**Sent:** 23 August 2012 10:31  
**To:** Richard Kayan; 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; Andy Luckhurst; Adam Tackley; Olivia Cooper; Elizabeth Agbovi; Bob Thomas; Matthew Harnack; Charles Hargreaves; Sajith Sasikumar; Silvester Aina

**Subject:** IT Programme And Project Reports

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

**Where:** Conference Room 1

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

Where: Conference Room 1

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Hi All,

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

Regards,

Richard

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**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: Friday, 11.05.2017

Annotated by RHI Inquiry

**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**

[http://sharepoint/Ops/IT/IT\\_Lib/Strategy\\_and\\_Management/Project\\_Management/Timesheet%20Extracts/2012/050812/Project\\_Weekly\\_Snapshot.xlsx](http://sharepoint/Ops/IT/IT_Lib/Strategy_and_Management/Project_Management/Timesheet%20Extracts/2012/050812/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](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](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](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](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](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](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](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](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