

To: Mary Smith[Mary.Smith@ofgem.gov.uk]
From: Keith Avis
Sent: 2012-10-10T15:58:21Z
Importance: High
Subject: FW: NI RHI - Agreement of PMG engagement
Received: 2012-10-10T15:58:22Z

Mary

Comments from me on the Email from Luis are:

Initial tasks: WE are well down the delivery track, with roles defined, project plan, risk register, issues log etc in place. SO what we want is for someone to come in and pick up the PM reins from Rita and drive us forward from a PM perspective through to delivery on 1 November. So updating all the docs mentioned above, checkpoints etc. We would also want these documents expanded to cover post go-live to cover IT planning, phase 2 RHI etc.

Timing: The assignment will finish at the end of November.

Cost: We can fund until end of November, but then no need for PM to carry on, as I will work with Sophie from an IT perspective.

Hope that this helps.

Keith

From: Luis Castro
Sent: 10 October 2012 14:05
To: Mary Smith; Keith Avis
Cc: Matthew Harnack; Laura Missingham
Subject: FW: NI RHI - Agreement of PMG engagement
Importance: High

Mary, Keith,

Following my interruption of your meeting this morning(!), please see below a summary of my discussion with PMG and their proposal. In essence they would be able to provide approx 50% PM for NIRHI until end of November (when we go live with the manual solution) so Rita can go back to RO as it was always the plan.

I hope this helps – if you don't mind I will leave it to you to discuss the details with PMG

Thanks,

Luis

From: Nicola Cocks
Sent: 10 October 2012 12:31
To: Philip Cooper; Adrian Falconer; Luis Castro
Subject: NI RHI - Agreement of PMG engagement
Importance: High

All,

I have outlined below the detail of my useful discussion with Luis this morning. Following discussions with you all we have now agreed the following:

1. Adrian will aim to complete the "initial tasks" outlined below by the end of next week. This should include setting up and attending the meeting with Luis, Nicola and Philip to agree roles/responsibilities.
2. Following this, if we agree on roles/responsibilities, then Adrian will spend up to two and a half days per week providing a PM role to NI RHI. This will last until end of November.

Background

We are running Phases two and three of GB RHI at the moment. This is being project managed by Silvester.

DETI (the DECC equivalent in NI) have asked if we could run the same scheme for NI. We completed a feasibility study and they considered this for around six months. They have now given the go ahead.

The original plan was for a short project lasting around four months, with small changes made to adapt the GB scheme for NI. This is turning out to be more complex than originally thought, with two main issues:

1. The **costs** of running the scheme are higher than those in our feasibility study. DETI are concerned about this and we need to manage them carefully.
2. The work to test the scheme, and ensure that it is fit for purpose, is taking **longer than expected**. We need to ensure that we stay on track for delivery.

Our current plan is to run NI RHI in two stages:

1. **"Go live" of a manual solution in November 2012**
2. Introduce the amended RHI system in February 2013

Business need

Rita has been covering both RO and NI RHI, but now needs to spend more time on RO. Luis expects that the PM role for NI RHI will be

around 30 per cent of a PM's time. We discussed allocating around 2-2.5 days per week, to allow time to get up to speed on issues/background etc.

How PMG view this proposition

PMG does not provide a "bodyshop" service, but can offer a healthcheck where this is needed on a project. We can also offer interim engagement resource in order to successfully deliver stage 1 – ending with Go Live by the end of November.

Initial tasks

Clear and agreed roles and responsibilities

- Work with Rita, Keith and Paul to draft up roles and responsibilities for the project.
- Luis, Nicola, Philip and Adrian will then meet w/c 15 October to agree these.

Health check of current project tools

- Review current project documentation, such as PID, plans, risks/issues logs etc . Provide a view on what is fit for purpose and what action is need to improve any of these tools.
- Outline initial views at the meeting w/c 15 October and factor these in to roles/responsibilities.

PM role

- Main focus is on the running of the project, ensuring that we track deliverables and milestones against the plan and dealing with arising issues.
- The PM will need to work closely with Rita (PM), Keith Avis (Scheme Manager) and Paul Hagel (Policy team).
- The assignment will finish at the end of stage 1 – Go live in November.
- The role is likely to require between 0.4 and 0.5 of Adrian's time (up to two and a half days per week).

Exit strategy

- PMG will provide engagement at this level to the end of stage 1 by the end of November.
- If further support is needed beyond stage 1 then we are happy to help to support procurement of an appropriate PM.

Hope this is clear,

Nicola

Nicola Cocks

Programme Manager

Project Management

9 Millbank

London

SW1P 3GE

Tel: 020 7901 7036

www.ofgem.gov.uk