

To: Jane Nyamador[Jane.Nyamador@ofgem.gov.uk]
Cc: Matthew Harnack[Matthew.Harnack@ofgem.gov.uk]
From: Luis Castro
Sent: 2012-02-15T12:19:38Z
Importance: Normal
Subject: RE: PMG Project Summary - action required by 27/01
Received: 2012-02-15T12:19:39Z

Thanks Jane, I will take Matthew's advice – do you have the details of the meeting?
Luis

From: Jane Nyamador
Sent: 15 February 2012 12:00
To: Luis Castro
Cc: Matthew Harnack
Subject: FW: PMG Project Summary - action required by 27/01
For your info...

From: Matthew Harnack
Sent: 30 January 2012 14:12
To: Andrew Amato; Keith Avis; David Fletcher
Cc: Claudine Edwards
Subject: RE: PMG Project Summary - action required by 27/01

Hi all,
Having touched base with Stu I have decided that the monthly PMG reports on **non** major projects do not need an extra layer of review from me, but that they can be submitted once you three have checked your respective areas. I will leave it to Luis' discretion as to whether he wants to check them once he's started with us (he may want to initially to help familiarise himself with these projects and with PMG).
thanks
Matthew

From: Andrew Amato
Sent: 30 January 2012 10:51
To: Claudine Edwards; Matthew Harnack
Cc: Keith Avis; David Fletcher
Subject: RE: PMG Project Summary - action required by 27/01

Hi Claudine, Matthew
Am happy with the slides and the additional comments made.
Thanks
Andrew

From: Claudine Edwards
Sent: 30 January 2012 10:35
To: Matthew Harnack; Andrew Amato
Cc: Keith Avis; David Fletcher
Subject: RE: PMG Project Summary - action required by 27/01

Good Morning Matthew,
Keith and David F have reviewed. Only Andrew A's review outstanding now.
Andrew – can you do this today before midday please?
Matthew – Could you please confirm whether you/Luis still want to review the monthly project status reporting to PMG going forward.
Claudine

From: Matthew Harnack
Sent: 27 January 2012 18:25
To: Claudine Edwards
Cc: Stuart Featham; Keith Avis; Andrew Amato; David Fletcher
Subject: RE: PMG Project Summary - action required by 27/01

Claudine,
To let you know, I do not intend to look at this until (1) I know I need to, and (2) I know that it's the final version which has been reviewed by Keith, Andrew and David.

Matthew

Matthew Harnack on 07.06.2017
Annotated by RHI Inquiry

Associate Director, Commercial
New Scheme Development
9 Millbank
London
SW1P 3GE
Tel: 020 7901 7218
www.ofgem.gov.uk

From: Claudine Edwards
Sent: 27 January 2012 13:30
To: Matthew Harnack; Keith Avis; Andrew Amato; David Fletcher
Cc: Stuart Featham
Subject: FW: PMG Project Summary - action required by 27/01

Dear all,
I have updated the two documents below for RO, FITs and NI RHI. Could you please check and let me know of any amendments required ASAP. PMG would like this completed and approved by Matthew by midday on Monday 30th Jan.
Stuart – In the comments slides I have replaced the heading ‘SRO’s comment’ with ‘Project Manager’s comment’ as I understand that Bob is not required to comment on any of the three NSD projects (Ro, NI RHI, FITs), as SMT have not categorised them as major projects.
David – I’ve taken the liberty of updating the NI RHI, but please check this and see whether you feel more detail needs to be reported to SMT at this stage.
Regards,
Claudine

From: Tom Riley
Sent: 26 January 2012 11:06
To: Claudine Edwards
Subject: FW: PMG Project Summary - action required by 27/01

Hi Claudine,
I seem to have forgotten to include you in the initial email – apologies.
Are you able to complete the update by noon on Monday? Hopefully you should be aware of the new format PMG update.
Best,
Tom

From: Tom Riley
Sent: 17 January 2012 15:53
To: Adrian Falconer; Bob Thomas; Harry Barton; Juliet Little; Nicola Cocks; Nina Charlesworth; Philippa Salter; Stuart Featham
Cc: Philip Cooper
Subject: PMG Project Summary - action required by 27/01

Dear all,
The next PMG Project Summary is due on 2 February. The next PMG meeting is scheduled for 24 January; we will need to move this to 31 January to allow for optimal review.

Therefore please provide updates by close on Friday 27 January.

As previously trailed, this month sees the launch of the new format summary. The new summary consists of an Excel RAG summary sheet and an individual PowerPoint comments slide for each project.

[The RAG summary sheet](#)

Please update the sheet with the most appropriate colours for the projects you support. Colours for the Major Projects only will be provided to SMT, with the full portfolio provided to the Operations Committee. Page one contains the Major Projects, and page two the rest. Please agree “major” colours with your SRO, and use your judgement for the rest. The sheet for this month is here:

<http://sharepoint/Ops/PMG/PMG Lib/PMG Ops/Portfolio Management/Monthly RAG Summary-20120117.xlsx>

[The comments slide](#)

Each project should have a separate comments slide – so please duplicate the front slide for each project that you support. For the Major Projects, the comments should be supplied by the SRO. For the remaining projects, these comments should be provided by you. As a guide, we are only looking for 4-5 bullet points highlighting the key issues that need resolving or high priority risks that require attention. A general summary of progress is not required. Again, only the slides for the Major Projects will go to SMT, the rest will be retained as supporting information for Philip when he presents the RAG status to Ops Com. The slides for this month are here:

<http://sharepoint/Ops/PMG/PMG Lib/PMG Ops/Portfolio Management/Monthly RAG Comments-20120117.pptx>

[Meetings with SROs](#)

From this point forward SROs are providing a different set of information to that they are used to. Therefore please arrange a short meeting with your SRO (if applicable) to discuss and agree the comments and colours with them for this month (and each future month on an ongoing basis). Where an SRO has more than one project/PMG contact please coordinate and hold just one meeting.

Juliet – I suggest we take Offshore and RHI to Bob's surgery next Monday to get both done at once.

The portfolio view will return at a future date.

If you have any questions please let me know.

Best,

Tom

Tom Riley

Project Manager

Offshore Transmission

9 Millbank

London

SW1P 3GE

Tel: 0207 901 7320

www.ofgem.gov.uk