



GUIDANCE NOTE

OPERATIONAL READINESS PLAN

Document History

Revision	Date	Summary of changes
1.0	March 2011	Issued for use
2.0	January 2015	Change made for FftFS – all references to Group Station Manager or GSM changed to Area Manager Stations or AMS Note: the rest of the document was not reviewed or updated.



TABLE OF CONTENTS

1	Introduction & Background	3
1.1	Operational Readiness Planning Assumptions	3
2	Enabling Works & Project Deliverables	4
2.1	Consultation	4
3	Concept Design – Stage 3	5
3.1	Activity details in stage 3	5
3.1.1	Activity A1 Create or review Operational Concept	5
3.1.2	Activity A2 Develop and Agree Operational User Requirement Specification	5
3.1.3	Activity A3 Review and Categorisation of works	5
3.1.4	Activity A4 Identify Requirements for new/altered operating rules and processes	5
3.1.5	Activity A4 Stakeholder Management and Communications.....	6
3.1.6	Activity A6 People Deployment	7
3.1.7	Activity A5 Trade Union Consultation	7
	Programme Milestones	7
4	Detailed Design – Stage 4.....	8
4.1	Activity details in stage 4	8
4.1.1	Activity B1 Develop and Agree Operational User Requirement Specification (URS)	8
4.1.2	Activity B2 Operational User Acceptance	8
4.1.3	Activity B3 Identify Requirements for new/altered operating rules	8
4.1.4	Activity B4 Operational Learning Intervention	8
4.1.5	Activity B5 People Deployment	9
4.1.6	Activity B6 Trade Union Consultation	9
4.1.7	Activity B7 Ongoing Stakeholder Management and Communications	9
4.1.8	Activity B8 Operational Migration (Strategy for Handover).....	9
5	Delivery – Stage 5.....	10
5.1	Activity details in stage 5	10
5.1.1	Activity C1 Develop and Agree Operational User Requirement Specification	10
5.1.2	Activity C2 Operational User Acceptance	10
5.1.3	Activity C3 Identify Requirements for new/altered operating rules	10
5.1.4	Activity C4 Operational Learning Intervention.....	10
5.1.5	Activity C5 People Deployment	10
5.1.6	Activity C6 Trade Union Consultation Evidence.....	10
5.1.7	Activity C7 Ongoing Stakeholder Management and Communications	11
5.1.8	Activity C8 Operational Migration	11
5.1.9	Activity C9 Update Operational Concept	11
5.1.10	Activity C10 Preparing fixtures, fittings & equipment.....	11
5.1.11	Activity C11 Update of Documentation	11



Developing the Operational Readiness Plan

The User Requirements Specification and/or the outputs of the review of works will form the basis for the development of the Operational Readiness Plan that will be in place during the project.

The Operational Readiness Plan is developed in collaboration with the applicable Operational Staff, an LUL Safety Quality & Environmental Advisor (SQEA), Health and Safety Representatives, and Project team and other key stakeholders listed in the "Delivering Operational Readiness" handbook.

Where the OTM is not embedded in an Integrated Project Team (IPT) a copy of the Operational Readiness Plan should be kept in the relevant Operational area (i.e. LU Station Supervisors Office, the Area Manager Stations office, Depot or Line General Managers office), the Project office and in the appropriate Operational Upgrades shared drive. All relevant staff are required to familiarise themselves with the contents of this document. A copy of the Plan will also be provided to the Contractor to ensure that there are no conflicts regarding how they intend to implement the works.

1 Introduction & Background

This document forms the Operational Task Manager's (OTM) Operational Readiness Plan which will be tracked as part of the Operational Upgrades programme and will link in with the COO Network plan, as well as Line Transformation Plans. The sections that follow indicate the workstreams that the OTM needs to consider to effectively support the delivery of the **PROJECT NAME** project team in delivering a successful project on time and within scope.

Give a short introduction to your project here, as well as delivery timescales.

DO NOT repeat or summarise the project's scope and objectives in this document. (Provide [link](#) to Programme or Project Requirements and/ or any other relevant project documentation)

1.1 Operational Readiness Planning Assumptions

Agreed with the consultees detailed in Section 2.1

- The Project Manager is accountable for delivering key documentation, as defined within the PMF and in Project Management meetings, to the Operational Task Manager (OTM) in a timely manner.
- These key documents will be described & tracked in the **PROJECT NAME** Project Plan, which is updated and reviewed monthly in the (*insert appropriate forum*).
- These deliverables may also be tracked within the usual review meetings between the Project Manager and the key stakeholders (COO, APD, etc.)
- Key documents / deliverables may form PMMs within the project plan, as well as the Operational Readiness Plan.
- In order for the OTM to deliver their operational readiness plan, the Project manager must inform the OTM of all the products that are being delivered in the scope of this project at the start of the project, and keep the OTM informed of any changes to scope that occurs.
- Key risks are managed in a timely fashion to ensure that PMMs and milestones are not missed.



2 Enabling Works & Project Deliverables

List the key deliverables or provide [link](#) to relevant document.

2.1 Consultation

Amend to suit the project. Where appropriate provide link to Stakeholder Management & Communications Plan and/ or any other relevant project documentation.

CONSULTATION		
Name	Discipline	Department
	Sponsor	S&CD
	LGM	COO
	Area Manager Stations	COO
	Project Manager	CPD
	Project Engineer	CPD
	Asset Performance Representative	APD
	SQE Advisor	HS&E