

RESOURCES PROGRAMMING (ELECTRICAL)

TABLE OF CONTENTS

PURPOSE AND SCOPE	1
PART 1 – PROCEDURAL	1
1 RESPONSIBILITIES	1
2 PROCESS	3
3 FORMS AND RECORDS	4
PART 2 – DEFINITIONS AND DOCUMENT HISTORY	4
4 DEFINITIONS	4
5 AMENDMENTS RECORD	4
PART 3 – GUIDANCE NOTES AND APPENDICES	5
6 REFERENCES	5
APPENDIX A - PLANNING PROCESS INFORMATION FLOW	6

PURPOSE AND SCOPE

This document describes the process for programming National Grid resources to construction projects. Personnel which are required to deliver major construction projects within National Grid are employed across Directorates. The processes describe the information flows and how the interfaces are managed.

This procedure applies to all UK Construction (Electrical) Project Managers with responsibility for the development and management of construction projects.

PART 1 – PROCEDURAL

1 RESPONSIBILITIES

The key responsibilities associated with this procedure are summarised as follows;

1.1 Development Engineer

As schemes become visible within the capital plan the Development Engineer is responsible for ensuring that Construction Planning (CP) are given sufficient information to allocate resources within the year ahead planning process. This may typically include predicted timescales, sanction date, project scope, possible outage dates etc.

1.2 Project Manager (PM)

Provides and continually updates CP with details relating to scheme resource requirements. The process starts at pre-sanction and CP is updated as more detailed information becomes available.

Post contract award the PM will obtain a contract programme from the supplier. A formal meeting between the PM and CP should ensue to translate the programme into a resource plan within CP's overall construction programme.

The PM will conduct regular (typically monthly) progress meetings with the supplier to obtain sufficient information to update the resource plan.

The PM ensures that monthly surgeries are conducted with CP to facilitate a formal discussion relating to scheme progress and resource requirements.

Where it is necessary to change resource or outage requirements at short notice the PM should discuss with CP and formally submit details via the Work Outage Requests Tracking System (WORTS)

It is the responsibility of the PM to assess the suitability of the skill and experience of the allocated resource. In particular it is necessary for him to verify that the correct authorisation levels are valid for the work content. Typically authorisations are required for Commissioning Panel Chair, Commissioning Officer, Commissioning Engineer, Site Engineer etc.

Where it is deemed necessary to employ additional agency personnel, the PM will assist in the recruitment process in terms of verifying suitability. Where staff are identified with no National Grid experience it will be necessary for the PM to facilitate obtaining the necessary authorisations as per UKBP/TP141 and UKBP/TP144 and any necessary mentoring/coaching or bedding in to the organisation.

Throughout the project delivery the PM should continually assess the suitability of the staff employed within the project team in order to minimise risk to SHES, system security and project delivery.

1.3 Construction Planning

1.3.1 Construction Resource

CP have responsibility for maintaining the overall construction programme for the delivery of the capital plan.

CP act as the interface between PM's and the Asset Management (AM) planning processes to secure the necessary resource for the delivery of the capital plan.

As requirements for Construction project personnel (as identified by the PM) become visible, CP will allocate individuals to project roles taking due account of their workloads, holidays and training periods. (Typically this will include the Commissioning Panel Chair, Commissioning Officer, P&C support, Site Engineers).

CP will ensure that the Site Engineers are allocated schemes taking consideration of the travelling distances and the committed project workloads between sites. This should be done in consultation with the appropriate PMs.

Where the Construction Programme indicates that insufficient staff to cover the construction based roles (specifically Site Engineers) are available, external recruitment of additional agency personnel will be facilitated by CP

CP will maintain a database of direct Construction personnel and agency staff which details their skill sets & authorisations status.

1.3.2 Asset Management Resource

CP are the Construction interface with the Asset Management (AM) planning process. CP is structured to mirror the Asset Management (AM) Year Ahead and Current Year planning organisations. Any AM resource requirements are requested through these interfaces. (i.e. Commissioning Engineers and SAPs).

CP will attend the AM pre-access meetings. All visible resource requirements will be discussed with AM planners and the Delivery Engineers. The Construction Programme will be updated to reflect the discussion and any issues will be fed back to the PMs.

Where the PM notifies CP of short notice changes to the project plan then an OCR (Outage Change Request) will be submitted to allow AM Planning to assess the resource requirements and where possible accept the request.