

PRODUCTION OF ELECTRICITY TRANSMISSION CAPITAL DELIVERY WORKBOOKS

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PURPOSE AND SCOPE

This procedure details the format, content, and issue frequency for the workbook providing an eight year line of sight describing schemes to be delivered by Electricity Transmission Capital Delivery Units (referred to as Delivery Unit in future). The workbook does not represent contractual authority to proceed with works, which is granted by inclusion in a current Delivery Unit **works order**, and/or issue of a Project Managers Instruction (PMI).

This procedure is mandatory on all Delivery Units or National Grid staff involved in identification of work ultimately intended to be delivered by a Delivery Unit

The purpose of this procedure is the production and issue of a workbook to all Delivery Units which is visible to all stakeholders, and reflects the content of the current year works order.

PART 1 – PROCEDURAL

1 RESPONSIBILITIES

1.1 National Grid – Electricity Transmission Asset Management - Electricity Network Investment (ENI)

The source data for the Capital Delivery workbook is Ellipse, ENI are responsible for ensuring that the workbook data is synchronised with the master data. ENI will issue a version controlled workbook directly to Capital Delivery. Capital Delivery will provide potential delivery units sight of the workbook or part of the workbook in order to maintain a register of possible work. ENI are responsible for ensuring that the workbook contains a complete listing of all investments for a rolling eight year period, together with agreed deadlines for key UKBP/TP146 milestones. The workbook will be sent via email (investment.planning@nationalgrid.com) by Capital Programme Team to Capital Delivery lead contact list.

A formal change control process will be applied to the workbook as detailed in UKBP/TP 177. ENI is responsible for updating the workbook in line with the decisions of the **Change Management Board**, and issuing a revised workbook where the Change Management Board uses its authority to instruct release of a revision.

ENI and UK Capital Delivery are responsible for allocation of schemes between Delivery Units.

1.2 Delivery Units

Each Delivery Unit is responsible for maintaining a current lead contact list for workbook processing, and ensuring that this list is available to Capital Delivery. Delivery Units will review the workbooks and are responsible for identifying any entries where deadlines for investments cannot be met, and for obtaining the agreement from ENI to a revised timetable. For the Plan Build and Current Year, this agreement will be confirmed using a formal change notification.

On receipt of the workbooks, each Delivery Unit will be responsible for comparing the workbook content against their current **works order**, and PMI register, and resolving any anomalies, completing a change request if appropriate.

Delivery Units will complete their review of the workbook, and initiate any change requests to resolve anomalies within ten working days of receipt of the workbook.

Delivery Units are responsible for review of the 'First Site Access' date, ensuring that the information is consistent with their IP2 and IP3 submission documents, and SRD's. Delivery Units shall confirm the initial rule based data in the workbook, and ensure that subsequent workbooks contain the actual data from their primavera work plan either through version control, or formal change as appropriate to the timescales.

Each Delivery Unit is responsible for circulation of the workbooks within their own Delivery Unit organisation.

1.3 Change Management Board

The **Change Management Board** will meet monthly to review and agree changes to workbooks, its constitution and responsibilities are described in UKBP/TP177.

The Change Management Board has the authority to instruct the issue of a revised workbook to Capital Delivery. In cases when the Change Management Board exercises this authority, ENI will issue a revised workbook within ten working days.

2 PROCEDURE

2.1 Update Cycle

The workbook will be issued not later than 12 working days before the last working day of each month, following the Change Management Board. While the target is for a monthly issue, it is recognised that it may neither be feasible, nor necessary to issue a revised workbook every month.

2.1.1 Programme Milestone Requirements

For each project in the workbook, UKBP/TP 146 programme milestone information will be included. The milestone dates shall include IP2 Start, IP2 Submit, Stage1/2 Sanction, IP3 Start, IP3 Submit, Stage 3 Sanction, SRD Submit, First Site Access, and Available for Commercial Load and IP4 Submit. Each Delivery Unit will keep these key milestone dates under constant review, and the formal change management process (UKBP/TP177) will be used to agree any changes required.

To assist in synchronising the workbook milestones with the outage and resource planning process, ENI will list the Scheme Requirement Document (SRD) submission deadlines for all projects requiring outages in years 1-3 of the programme. The default deadline will be Planning Milestone 5, the start of the year ahead plan build phase, which is during Engineering Week 10 of the engineering year ahead of the scheme having first delivery plan requirements, defined as system access or National Grid field force (MDE) resources. Where a Delivery Unit has made an IP2 or IP3 submission, ENI will also enter the **first site access** date in the workbook.

2.1.2 Comments/Notes

This column is used to store a full history of changes made on a given scheme number. Due to the cycle times involved in processing formal change requests, ENI initiated change control notes will be recorded in the notes at the time of issue, and Delivery Unit initiated change requests will be recorded when they have been agreed by the investment team leader.

2.1.3 Scenario Planning

In some cases a workbook may be needed to provide line of sight to the Delivery Units as regards scenario planning. To cater for this a separate scenario tab might need to be created in workbook. Delivery Units should be aware of that schemes listed in the scenario tab are based on a scenario. The scenario is for information purposes only and should not be used for any scheme work and is not a guarantee of future work.

2.1.4 Application of Formal Change Control

Except where listed below, formal change control under UKBP/TP177 applies to all sections of the workbook.

2.1.5 General Exceptions to Formal Change Control

The requirements of UKBP/TP177 do not apply to schemes for which information falls solely within the line of sight section of the workbook, unless the scheme has been granted the green light, when UKBP/TP177 applies in full.

All information in all timescales is subject to version control.

2.1.6 Sections Exempt from Change in all Timescales

Investment Team Leader name falls under version control only in all timescales.

Revision Notes falls under version control in all timescales.

3 FORMS AND RECORDS

UKBP/TP 186.01 Workbook Format

PART 2 - DEFINITIONS AND DOCUMENT HISTORY

4 DEFINITIONS

4.1 Delivery Units

A delivery unit is an internal or external entity appointed by Capital Delivery to undertake capital delivery works.

4.2 Change Management Board

A National Grid body charged with reviewing and formally agreeing changes to the Capital Delivery workbooks. The Board shall consist of representatives from Asset Management, Capital Delivery, and Market Operation.

The Change Management Board will meet monthly, and members will be available for extraordinary meeting to deal with urgent changes if required within these timescales.

The Change Management Board will only approve changes within its financial delegated authority, and will arrange further upward referrals within National Grid or the Joint ventures corporate governance limits in order that a decision can be made.

As a result of this meeting the Change Management Board will approve a revised Workbook, this will be issued on a regular (this will normally be monthly, though may be more or less frequent dependent on need and the level of change) basis and all 'Closed' Change Requests will be consolidated within the Works Order.